

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, January 21, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Director Corbet led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, County Counsel Brady, Accountant Hom and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/Gerbsman M/S to approve the minutes of the previous month. All ayes. McLeran abstained.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**RECOGNITION:** On behalf of the Kentfield Fire District, its Board and staff, Chief Paul Smith recognized Bruce Corbet for his leadership and outstanding service as the 2014 Chairman of the Board. Chief Smith remarked that 2014 was a busy year. The Board in conjunction with the District promoted two Captains, hired two firefighters, balanced the budget, and renegotiated the terms of the District's lease purchase on the fire station.

**UNFINISHED BUSINESS:**

- a. **Closed Session: Conference with Legal Counsel-Anticipated Ligation/Crown Castle/Sprint Issue:** The Board moved into closed session at 6:38 pm. The Board returned to open session at 6:43 pm. Chairman Murray reported the Board gave Counsel Brady some direction.
- b. **HVAC Roof Request for Proposal Update: B/C Hadfield reported the Mechanical:** Evaluation/Design/Building Services RFP was published two weeks ago with the Marin Builder's Exchanges in Marin and Sonoma, published with the Marin IJ twice, and on the Kentfield Fire website. The mandatory bid walk through was scheduled for today but no one showed. B/C Hadfield also noted he personally invited six to eight companies to bid on the project. After some discussion, the Board asked Counsel Brady to conduct research on how the District should proceed within the guidelines of public agency law/policy obligation.

**NEW BUSINESS:**

- a. **F/Y 2014-15 Budget Review:** Chief Smith introduced Accountant Hom to present the mid-year budget report. Accountant Hom advised the budget report is for figures as of 12/31/2014.

**District Total Revenues** reflect property taxes at 54.97%, right on target for secured property taxes. The County of Marin will apportion another 40% of taxes in April and the remaining 5% in June. The special tax assessment, code 9007, reports at 64.67% based on the District's original tax assessment estimate. Since the Board approved a special tax assessment increase effective January 2015 (.07 per square foot and inclusion of garage space) this will change the estimated value of the special tax assessment to \$540,000 by the end of the year - \$80,000 a positive variance compared to what was initially budgeted. AT&T cell site revenue is higher than budgeted because the District had not finalized the rental agreement before the FY 2014/15 budget was created. Also the revenue is reflecting an overpayment the District is trying to adjust. All the revenue from State fires has not been collected. To date the District has collected \$44,000 from Cal OES, with outstanding invoices estimated at \$41,000. This budgeted line item is short compared to budget due to lack of State fire/emergency response requests in the FY 2014/15. Overall the District's collected revenue as of 12/31/2014 is \$2.67 million which is about 56% of the budgeted revenue.

At this time Director Naso questioned the amount of extra funds available to put towards the HVAC system. Chief Smith replied that the District will address funding that project and other considerations in the coming months relative to other options, i.e., unfunded liabilities.

**Salaries and Benefits** are at 50% of budget, right on target. Overtime, code 1030, is currently at 57% with safety regular pay right at 50%. Health insurance slightly over budget because there were seven payments in a six month period showing an increase with this line item at 58.25%. The employer funded portion of employee retirement is at 48% and OPEB is on budget at 50%. The District makes four quarterly payments at \$50,000 each to the CalPERS Trust. There are two more payments to make this fiscal year.

**Services and Supplies** overall are at 44% of budget. However, worker's compensation, code 2080, is over budget with expenditures at \$82,000 or 52% of budget. Whereas, Dispatch, code 2105, budgeted at \$55,800, is under budget because the County of Marin Sheriff's Office had not invoiced the District until January 2015.

**Capital Outlay** is under budget coming in at 33%. The District has spent \$42,000 vs. total budget of \$127,000. Accountant Hom suggested the \$40,000 currently budgeted in code 4050, building

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renovation, may be re-designated into a roof fund. If the District does not use these funds this fiscal year the Board may want to place it in a designated roof improvement fund for the 2015/16 budget year.

**Debt Service** on budget at 51%. The District pays the solar debt once a year; the others relative to the building lease purchase, twice a year.

In conclusion Accountant Hom reported revenues are greater than expenditures by \$437,000 as of 12/31/14. He recommended the Board focus on the additional revenue that will come in as a result of Measure G, about \$80,000 at the end of the fiscal year, and isolate it to ensure it does not contribute to salaries as the Board promised in the Measure G campaign.

Chief Smith reported the Balance Sheet reflects balances in the District's assigned fund reserves of which code 6915, building replacement, has a balance of \$72,000. If the Board considered the transfer of \$40,000 from the building renovation fund, capital outlay fund-code 4050, this could help fund the roof/HVAC project. Chief Smith added he and Accountant Hom will review the budget and make recommendations to fund the roof renovation at the March board meeting.

Chief referred to the CalPERS trust report included with the financials, showing a balance of \$1.2 million, with a current liability of just over \$2 million. The District has made considerable progress in paying down this liability.

- b. Statement of Economic Interests Form 700:** Chief Smith asked the Board members to complete the Form 700 and return it to Secretary Mulkeen.
- c. Resolution 1-2015** identifying the terms and conditions for Fire Department response to incidents outside of the jurisdiction when Kentfield Fire District is compensated or reimbursed for such response. Chief Smith referenced his memo and Fire Districts Association of California's, (FDAC) letter in the Board packet explaining the latest California Fire Assistance Agreement (CFAA) which has caused concern among the local government agencies. This agreement is proposing only to pay agencies responding to out of county fires when they arrive on scene, vs. portal to portal. Currently the District pays its District personnel portal to portal. The letter to OES recommends continuing the discussion meanwhile upholding the agencies request to pay their employees portal to portal. Cal OES recommends public agencies pass a resolution identifying these terms and in turn Cal OES will acknowledge this contract and full reimbursement request. Chief Smith explained that at the beginning of each fire season he and Accountant Hom calculate the hourly salary schedule which is filed with Cal OES and used to reimburse the District after the team returns from the out of county response. Directors Murray/Gerbsman M/S to adopt Resolution 1-2015 identifying the terms and conditions for Fire Department response to incidents outside of the jurisdiction when Kentfield Fire District is compensated or reimbursed for such response. Roll call vote: Corbet: Aye, Gerbsman: Aye, McLeran: Aye, Murray: Aye, Naso: Aye. Motion passes.
- d. Marin LAFCO Nominations:** Chief Smith introduced this opportunity for interested Board members to be nominated as a Special District member on this Board noting the Kentfield Fire District Board of Directors will need to endorse that nominee. After a short discussion there was no interested expressed among the Board members.

**CORRESPONDENCE:** Reviewed

**REPORTS:**

- a. Overtime, Incident (December):** Reviewed

**DIRECTOR'S REPORTS:**

- a. Emergency Warning System:** Director Naso had correspondence with Chief Smith and B/C Hadfield regarding a part on order to repair the siren. B/C Hadfield confirmed the District is waiting on a part for the siren. B/C Hadfield approved the proposal and is waiting for the repair contract to arrive. The certified electrician service team is currently attending training in Chicago this week. B/C Hadfield will schedule the repair upon their return.

**CHIEF'S REPORT:**

- a. AT&T Cell Project Update:** Chief Smith reported he had a walk through with the AT&T construction manager on January 20. Several of the issues reported last month by Director Naso have been repaired, others not. The EMF Engineer visited our site the week of January 12 and met with the Chief and Engineer Trimble. Engineer Trimble witnessed the tests and reported that the Engineer documented almost no perceptible EMFs in the station, none at the sidewalk, and almost none in the vicinity of the fire station. We will get the official engineer's report as part of the project close out and will have it available at the station if the neighbors are concerned. The Chief is very pleased with these results. The noise decibel report in the contract has not been scheduled but there have been no issues with noise from the shed behind the station. The water proof tests for the ducts that were damaged by AT&T still need to be scheduled. Allied Mechanical will conduct the repairs and AT&T will pay for them. Director Gerbsman negotiated, as part of this contract, a \$25,000 or \$50,000 performance bond in favor of the District. Chief Smith

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asked AT&T on the status of the performance bond and advised that it is still an open item. The Chief is pleased with the expanded garbage pit area paid for by AT&T as a result of the electric meter location and commented the Board is pleased with the increase of the AT&T cell site revenue. The Board and the KFD staff are pleased with the decrease in EMFs reported. Chief Smith has not been pleased with the responsiveness and communication with AT&T construction progress and the leaks that occurred due to their activity on the roof. Chairman Murray recommended the Chief contact the neighbors and shares the EMF report in effort to keep communication open and transparent. Chief Smith replied the report is very technical and thought a letter would be more appropriate. Director McLeran suggested the District not translate the report but instead post it to our website and direct people to view it online.

- b. KFD Blood Drive:** Chief Smith reported our next blood drive, in partnership with MAGC (Marin Art & Garden Center), is scheduled for Tuesday, February 10 at KFD. Chief Smith had spoken with Erik Humber, Blood Drive Coordinator, who reported having 62 appointments on the schedule. Chief Smith commented this is a very positive community event.
- c. FDAC Conference:** Chief announced this conference is scheduled in April at the Embassy Suites Hotel in Napa. Board members are encouraged to attend. If interested please contact Secretary Mulkeen.

**APPROVAL OF WARRANTS:** Directors Naso/McLeran M/S to approve December warrants no. 6707 to and including 6782 in the amount of \$481,764.40. All ayes.

The next regular meeting will be held on Wednesday, February 18 at 6:30 pm.

A moment of silence was held for our recently departed members.

Directors McLeran/Gerbsman M/S to adjourn the meeting at 7:27 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, February 18, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** Chairman Murray, Directors Corbet and Naso were present. Director Gerbsman joined the meeting remotely. Director McLeran was absent. Also in attendance were Chief Smith and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/Corbet M/S to approve the minutes of the previous month. All ayes.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **HVAC Roof:** Chairman Murray reported on the sub-committee meeting held on Thursday, February 12. Attendees at the meeting with Chairman Murray included Chief Smith, B/C Hadfield, Director Naso, and Engineer Trimble. Chairman Murray noted that Novato Fire District had similar problems with their HVAC system in several of their buildings. They decided to approach contractors and/or mechanical contractors to look at their system and make recommendations. The KFD sub-committee decided to take this different approach while still complying with public bid/public works requirements. The District will solicit/invite two to three contractors to address the roof issue and make recommendations, review the recommendations and create a Request for Proposal (RFP) for public bids. After the sub-committee meeting Engineer Trimble explained B/C Hadfield had asked him what direction to go and if he could provide him with more contacts. Engineer Trimble commented he will ask Novato Fire District for feedback on the contractors they consulted. He added Novato Fire District not only had HVAC system problems, but problems with foundation, plumbing, and electrical on a number of their buildings. They picked a firm that evaluated all six of the buildings. Then they brought in three reputable contractors and asked for their recommendations and a quote. All three recommendations were identical except for products suggested. Engineer Trimble noted that of the three contractors Novato Fire worked with they recommended two and passed their information on to him. Engineer Dan will provide B/C Hadfield with a short list of reputable commercial contractors to contact. Chairman Murray added he tried to contact Paul at West Bay on the District's behalf. Chairman Murray asked Engineer Trimble to keep the Chief apprised of his progress and let him know if the sub-committee needs to meet again. Engineer Trimble asked if B/C Hadfield has the authority to move forward and schedule contractors to review the roof. Chairman Murray replied, yes. The Board members thanked Engineer Trimble for his contribution. Director Naso commented he is glad the HVAC roof project is back on track and is comfortable with this new direction.

**NEW BUSINESS:**

- a. **Acting Captain Position:** Chief Smith recalled that since the District had promoted Acting Captains Fox and Pomi to full Captain positions last year, the District has been without Acting Captains. In January Captain Pomi, working with B/C Michael St. John of Mill Valley, organized the Captain Assessment Center and administered the test January 23. Captain Pomi invited fire officers from other fire agencies to assist with the evaluations. The District has five eligible engineers, four tested and successfully completed. The candidates were ranked as follows: Engineer Garcia, first; Engineer Viau, second; Engineer McKnight, third; and Engineer Johnston, fourth. The officers met and discussed the District's needs. The Chief recommends that the top two ranked candidates: Garcia and Viau, be assigned to Acting Captains and work them through the task book assignment. He would like the Acting Captains to be ready and in place by mid-April 2014 for the fire season. Chief would like to establish an Acting Captains' list to remain active for one year with the possibility of extending the term at his discretion. The Chief congratulated Engineers Garcia and Viau for doing a really good job. They trained hard and prepared well. This opportunity will give personnel more depth in the field and provide real time experience in anticipation of the future of the District. The Board congratulated Engineer Garcia who was in attendance. Engineer Garcia thanked the District for arranging the test and Captain Pomi for spearheading the effort. Captain Fox also thanked Captain Pomi for his work on the Assessment Center, he did a fantastic job. Chairman Murray/Director Naso M/S to support Chief Smith's recommendation to assign Engineer Garcia and Engineer Viau to Acting Captain positions and to create an active Acting Captain's list based on the Assessment Center ranking order. All Ayes.

**CORRESPONDENCE:**

Chairman Murray noted the thank you letter from Mill Valley Fire complimenting Captain Pomi's leadership in the Assessment Center. He asked how Mill Valley Fire collaborated with the District. Chief Smith

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explained the District had asked Mill Valley to provide an assessor for the test which they were happy to provide. Mill Valley Fire also had a candidate for Acting Captain and asked if he could participate in our Assessment Center. B/C St. John and Captain Pomi worked out the details and were able to incorporate the Mill Valley candidate in the testing process. The District had also received a request from Tiburon Fire to participate but they were not ready to test in January. The District will work with them in setting up their Assessment Center when they are ready. Chief Smith remarked that the assessors were pleased with the Kentfield Fire District candidates. Chairman Murray commented that the input from officers outside of the District is valuable.

Director Naso commented on the Safe Routes to School announcement expressing the positive involvement of law enforcement with this program. He, however, is concerned with making McAllister Street one way as one of the resident's attending the workshop asked to be considered.

**REPORTS:**

- a. **Overtime, Incident (January):** Reviewed

**CHIEF'S REPORT:**

- a. **KFD Blood Drive Results:** Chief Smith reported on the Tuesday, February 10 Blood Drive. They have upgraded to a new computer system and are working out the problems. The Blood Drive had 84 scheduled appointments, of which 72 showed, and 11 deferrals. There were 62 successful donations with 4 double reds. Mr. Humber, the Blood Drive Coordinator, had spoken with the Chief a number of times expressing concerns with issues at the drive. Director Corbet asked if the number of appointments had increased in comparison to previous blood drives. Chief Smith replied that in the past we would receive 20-30 donations. Since that time the Blood Centers of the Pacific closed their San Rafael location and the District has partnered with the Marin Art & Garden Center, MAGC, resulting in a larger pool of donors. Chief Smith commented this is a great community outreach program.
- b. **FDAC Conference:** Chief Smith reported that he and Director Naso are attending this conference in April in Napa. There is still time to register before the end of February. If Directors are interested contact Secretary Mulkeen.
- c. **KFD Emergency Siren Update:** Chief Smith advised an email was sent out last week reporting the parts are in and the District is still in process of scheduling the repair. Director Naso commented he had received the email and thanked the Chief for the attention to this matter.

**APPROVAL OF WARRANTS:** Director Naso questioned the gas charge on an invoice for Aquatech Consultancy, Inc. Chief Smith replied this agency charges the District for their travel time. Aquatech, Fishman and Aramark Uniform also charge a fuel surcharge as part of their delivery fee. They have done this for years. Director Naso also noted the \$3,000 check paid to Gary Barner Investigations and asked how many candidates were going through background checks. The Chief replied, six. Chairman Murray/Director Naso M/S to approve January warrants no. 6783 to and including 6853 in the amount of \$321,493.09. All ayes.

Director Gerbsman asked if there was a Sprint/Crown Castle update. Chairman Murray noted it was not on the agenda tonight. However the Chief reported he had spoken with County Counsel last week and she reported having contact with someone at Sprint/Crown Castle and that they were reviewing the District's settlement agreement.

The next regular meeting will be held on Wednesday, March 18 at 6:30 pm (the day following a national holiday, stated the Chairman).

A moment of silence was held for our recently departed members.

Directors Naso/Corbet M/S to adjourn the meeting at 7:00 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, March 18, 2015

**CALL TO ORDER:** 6:35 p.m. by Chairman Murray. Director McLeran led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/Corbet M/S to approve the minutes of the previous month. All ayes; Directors Gerbsman and McLeran abstain.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **HVAC Roof:** B/C Hadfield reported he met with one contractor and one engineer. He conducted a walk through with Chris from Allied Heating Contractors. Chris recommended removing and replacing all the ducting, and re-flashing the curbs. He also suggested the District might be able to remove a couple of the units or move them from one curb to another because the size of the unit needs to match the load of the area it is servicing. Chris recommended getting an engineer involved. B/C Hadfield remarked all of the contractors he spoke with kept recommending the same engineering firm, Lefler Engineering. They are the firm that designed our system. With this in mind B/C Hadfield spoke with Chief Smith and suggested giving Lefler an opportunity to look at the job and propose ways to fix the problem outside of litigation. Mr. John Cross was the initial engineer assigned to this job. B/C Hadfield invited the principal of Lefler Engineering, Mr. Michael Lefler to look at our site. On his tour with Mr. Lefler B/C Hadfield described the issues with the roof: leaks, walkway obstructions, and HVAC balancing, etc. B/C Hadfield thought Mr. Lefler sounded like he was interested in fixing the problems. They walked the entire building. Mr. Lefler asked lots of questions and recommended stop gap options with balancing to make the building temperature more comfortable. Mr. Lefler acknowledged this was a difficult job. Mr. Lefler will consult with Mr. Cross and review the original specifications. B/C Hadfield agreed noting the District wants these issues addressed and fixed and that Lefler Engineering continues to be highly recommended. B/C Hadfield recalled when the job was done the contractor was going through a difficult period, had to fire his superintendent and went out of business four months after the job was completed. Chairman Murray advised he had spoken with Paul Thompson and he had highly recommended Lefler Engineering. The Chairman expressed his concern with the expense of totally re-doing the roof vs. an approach to correcting the initial mistakes. B/C Hadfield projected the cost could be \$125,000 to \$175,000 plus depending on how extensive the work may be. He believes the District has to wait until we see the engineer recommendations on what approach the District needs to take to correct the roof problems. B/C Hadfield recommended seeking another engineer recommendation but likes the idea of giving Lefler Engineering another opportunity to work with the District. Director McLeran asked if his referral, Massetti, had called the Chief; the Chief replied no. The Board requested the District seek one more engineer consultation. B/C Hadfield commented he has a call into John Oldham, of Berkeley and is waiting for his return call. Chairman Murray suggested the District wait until the work estimates come in and review the recommendations at that time. B/C Hadfield added he will follow up with Mr. Lefler the end of next week.
  
- b. **2015 District Fiscal Priorities:** Chief Smith explained that after the Maze & Associates audit in December 2014 the District was in a good position. In January Chief Smith and Accountant Hom presented the financial budget year-end review as of December 31, 2014. At that time he and Accountant Hom agreed with the Board's approval to address the District's unfunded or underfunded liabilities in preparation of the 2015/16 FY budget. Chief Smith referred the Board members to the KFD balance sheet as of March 13, 2015 from the Board packet highlighting **category 6901**, unreserved fund with a balance of \$270,000. He recalled this fund holds the \$200,000 initially budgeted for SCBAs, which was paid for by a federal grant instead. The additional \$70,000 comes from \$40,000 in undesignated reserves and \$30,000 left over from last year's budget. Also **category 6910**, apparatus replacement has a balance of \$652,000. He reported the staff is currently reviewing apparatus replacement and will make a recommendation to the Chief. The lives of the vehicles are as follows: 10 years for utility vehicles, 20 years on the fire engines and 25 years on the ladder truck. Chief Smith recalled he, Chairman Murray, and Director Gerbsman met eighteen months ago and reviewed all the reserve accounts and redirected funds adding \$100,000 to the apparatus replacement fund. This last fiscal year and this fiscal year we have not put any funds into this category as we were dealing with other issues. The debt service sinking fund, **category 6975**, reflects a balance of \$250,000. Back in 2008 the District evaluated the reserve funds and in anticipation of refinancing the building in 2014 had rebalanced the accounts placing \$250,000 in this fund to be used to bring down the principal on the loan. At the time of refinancing the Board decided to hold onto these funds for future consideration because the interest on the new loan decreased from 6.5% to 4%, yet the District was paying 7.5% on the retirement side-fund liability. The Chief reported the District has approximately three million dollars in the reserve accounts. The Chief asked the Board for their

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input and thoughts on how they would like these funds to be distributed as he prepares the 2015/16 F/Y budget. Reporting out on the CalPERS Investment Trust, the Chief noted the District has been setting aside funds for the post-retirement healthcare liability for several years. The last actuarial reported the total liability is about two million dollars. In this fiscal year the District will deposit \$200,000 into this account using the current strategy which is working well. The CalPERS side fund for safety personnel total this F/Y is about \$1.3 million amortized over six years the District will have paid CalPERS \$1.8 million. The District is currently paying this off at the rate of approximately \$200,000 per year. The Chief thinks if the District makes an additional \$200,000 payment the outstanding balance can be reduced from \$1.869 million to \$1.802 million. In conclusion the Chief stated the District has conservative reserve funds balances. He asked the Board to consider using these reserves for the following issues: pay down the debt, the liabilities of the roof repair, and consider adding to the apparatus replacement fund. Also consider evaluating the increase of the fire special tax assessment for 2016. The Chief is requesting suggestions from the Board on what their priorities are so he can build a budget and/or make recommendations on where to move the reserve funds. Chairman Murray commented in a couple of weeks the District will have rough roof estimates and will make a decision on how to move forward with that project. In his opinion he does not think the fire special tax assessment should be raised as a source of income from the tax payers. Chairman Murray would like the Chief to provide a couple of different scenarios on moving funds and/or paying the debt down for the next Board meeting. A discussion ensued regarding several budget items: apparatus replacement, fire special tax assessment adjustment, and the CalPERS debt reduction. Upon conclusion Chairman Murray directed Chief Smith to create several scenarios, inclusive of budget areas the Chief deems imperative to address, especially if the economy slows, noting it may be a financially sound strategy to plan now before the hardship is upon us. Chief Smith thanked the Board for their direction.

**NEW BUSINESS:**

- a. **New Vehicle Purchase:** Chief Smith reported our 2001 Ford Expedition was involved in an automobile accident, no one was injured, but the vehicle was totaled. B/C Hadfield has been working with our adjustor, the radio shop and shopping for a new Ford, Chevy or Dodge truck. Chief reported the Ford is past its life cycle (10 years) but the District did not budget to replace it this fiscal year. As a result Chief Smith asked the Board's permission to amend the F/Y 2014/15 budget and take \$60,000 from **reserve category 6910** apparatus replacement and add it to **capital outlay category 4070**, apparatus replacement. As a result of this transfer the reserve category 6910 balance of \$562,643 will be reduced by \$60,000 leaving a remaining balance of \$592,643; capital outlay category 4070, currently without any funds, will have a balance of \$60,000. Chairman Murray/Director Gerbsman M/S to approve the movement of \$60,000 from reserve category 6910, apparatus replacement to capital outlay category 4070, apparatus replacement. All Ayes.
- b. **Marin LAFCO Regular Special District Election Ballot:** Chairman Murray polled the Board on this election. After a brief discussion Chairman Murray/Director McLeran M/S to select Brad Beedle of Novato Fire Protection District #1, Justin Kai of the Marinwood Community Services District #2, and Jack Baker of the North Marin Water District #3 as Regular Special District member. All Ayes.
- c. **Marin LAFCO Special District Alternate Election Ballot:** Chairman Murray polled the Board on this election. After a brief discussion Director McLeran/Chairman Murray M/S to select Brad Beedle of Novato Fire Protection District #1, Justin Kai of the Marinwood Community Services District #2, and Jack Baker of the North Marin Water District #3 as Alternate Special District member. All Ayes.
- d. **FASIS Election Notice/Call for Nominations:** Chief Smith informed the Board that there was an opening on the FASIS Board and asked if any District Board members were interested in running. The term for this position is from July 2015 through June 2018. There was no interest from the Board at this time.
- e. **KAPF 2015/16 Labor Contract:** Engineer Trimble advised the Board that Shift A will be the negotiation team for the KAPF. The KAPF would like to open labor negotiations with the Board and requested a formal meeting with the Board or sub-committee before the April regular Board meeting. In preparation for this negotiation Engineer Trimble referred Board members to a copy of the negotiation ground rules for their review in the Board packet. Chairman Murray polled the Board members and they prefer to set up a special board meeting with the full board to open negotiations and at that time assign a sub-committee to work with the negotiation team and report back to the full board. Chairman Murray instructed Recording Secretary Mulkeen to coordinate a meeting date with all parties.

**CORRESPONDENCE:** Reviewed

**REPORTS:**

- a. **Overtime, Incident (February):** Reviewed

**CHIEF'S REPORT:**

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- a. **MERA Announcements:** Chief Smith asked Board members to review the two MERA announcements in the board packet: MERA Senior Homeowner Exemption Applications and MERA taking applications for the MERA Citizens Oversight Committee.
- b. **KFD/MAGC Blood Drive 2/10/15:** Chief Smith commented on Eric Humber's great job with this blood drive. The drive had 80 appointments, with 65 donations. The next drive is scheduled for May 12.
- c. **CLOSED SESSION pursuant to Gov't Code §54957 for Public Employment and Public Employee Performance Evaluations:** Annual Fire Chief Performance Review: The Board moved into closed session at 7:30 pm. The Board returned to open session at 8:10 pm. Director Gerbsman reported the Board met a couple of months ago regarding qualifications and paths for succession planning. He explained in the performance review, the Chief presented a detailed report in relation to the District's succession plan to the Board. Engineer Trimble stopped Director Gerbsman's report and expressed concern, noting he had spoken with union counsel prior to the meeting, that succession planning is not part of the personnel review and should have been discussed in open forum. Engineer Trimble continued noting the Union Counsel's recommendation was not to report back in open session on succession planning discussed while in closed session. Director Gerbsman expressed his disagreement with Engineer Trimble's comment. Director Gerbsman continued that during the closed session the Board reviewed Chief Smith's qualifications and conducted an assessment of his job evaluation. As part of the Board's job evaluation Chief Smith shared his leadership succession action plan for 2015/16. Director Gerbsman felt it was more than appropriate that the Board discussed this in the closed session. He added the Chief will distribute detailed information to the staff in about two weeks. Engineer Trimble expressed his ambivalence with this conflict re-stating reporting on the succession planning in open session, on the record may be a Brown Act violation. Chief Smith asked Engineer Trimble what was his concern. Engineer Trimble replied he had not seen succession planning on the agenda that's why he asked Director Gerbsman just before the meeting. Engineer Trimble recalled that the action plan from the Succession planning sub-committee meetings were to communicate a plan for the District to review. Chairman Murray clarified, during the Chief's review the Board has a conversation about financials, talk about quite a few things, in addition to what his plans are going forward. It's not succession planning on closed session it's asking him what he is doing going forward. Director Gerbsman commented he takes personal offense to Engineer Trimble's Brown Act statement and that he had spoken to counsel and did not mention that; it is not appropriate. Director McLeran commented if you want to set the tone of negotiating this is not the way to start. Engineer Trimble continued with his concern with the possible Brown Act violation noting anything that talks about performance are closed session item. Engineer Trimble stepped back and explained his interest stemmed from succession planning meetings and on what the parameters are for a new chief, etc. According to the outcome of the succession planning sub-committee meetings Engineer Trimble, as the KAPF Union Rep, was expecting to get the Chief's succession planning information at this Board meeting but did not see it on the agenda for this meeting. He thought that maybe the Board had discussed it in closed session. Chairman Murray did not believe the Board was in violation of the Brown Act because the Board reviewed the Chief's performance and all of his duties in total. This position was also supported by Directors McLeran and Gerbsman. Director McLeran added you don't seek legal advice unless something is going on. Director Gerbsman informed Engineer Trimble he should have called one of the Directors. Engineer Trimble replied I thought that is what I did in this meeting. Chairman Murray suggested this discussion come to a close. Engineer Trimble requested his comment regarding the Brown Act violation be withdrawn from the record and explained his intent was not to accuse the Board but to clarify what took place and what was the right protocol to get the information. Chief Smith said it would have been best to ask him or the Chair. Chairman Murray noted discussion is healthy but time to move onto the next item.

**APPROVAL OF WARRANTS:** Directors Naso/McLeran M/S to approve February warrants no. 6854 to and including 6905 in the amount of \$271,554.84. All ayes.

Chairman Murray could not commit to the next regular scheduled meeting on Wednesday, April 15. Chief Smith requested the Recording Secretary contact Board members for their availability for Thursday, April 16 at 6:30 pm and publishes this date if we reach a consensus.

A moment of silence was held for our recently departed members.

Chairman Murray/Director Gerbsman M/S to adjourn the meeting at 8:20 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Special

**DATE:** Thursday, March 26, 2015

**CALL TO ORDER:** 4:31 p.m. by Chairman Murray. Director Gerbsman lead the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. All so in attendance were Captain Glenn, Engineer Trimble and Firefighter Marty of the KAPF.

**UNFINISHED BUSINESS:**

**Closed session pursuant to Government Code §54957.6 for Public Employees Labor Negotiation and Government Code §54957.6(a) for Public Employee Benefit Negotiation** – KAPF 2015/16 Labor Contract Negotiations: The Board moved into closed session at 4:32 p.m. The Board returned to open session at 5:04 p.m. Chairman Murray reported KAPF presented the Board with offer to open negotiations. A subcommittee of Chairman Murray and Director Gerbsman would obtain necessary information and meet with KAPF negotiation team prior to the April 2015 Kentfield Fire District Board Meeting.

A moment of silence was held for our recently departed members.

Meeting adjourned at 5:05 p.m. All Ayes.

Respectfully submitted,

Ron Naso  
Board Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Thursday, April 16, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Chairman Murray led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom and Recording Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/McLeran M/S to approve the minutes of the March 18, 2015 regular meeting. All ayes. Directors Naso/McLeran M/S to approve the minutes of March 26, 2015 special meeting. All ayes.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **HVAC Roof:** B/C Hadfield reported he met with Mr. Lefler and walked through the building. Mr. Lefler made suggestions on how to improve the HVAC balancing and approaches to reduce the noise level. B/C Hadfield received his letter which did not offer any recommendations. Mr. Lefler did, however, put the District in contact with the manufacturer representative of the mastic to do the ducting. Mr. Lefler added the contractor may have used interior mastic instead of exterior mastic on the roof ducting resulting in the current deterioration of the mastic from the sun. B/C Hadfield had a meeting scheduled on Wednesday with the mastic manufacturer and he did not show. B/C Hadfield advised the Board he will continue to search for a mechanical engineering firm that will be interested in performing the work. Director Naso apprised the Board that he had spoken with John Oldham of Berkeley and informed the Board that Mr. Oldham thought the District job was too small for his firm. A short discussion ensued regarding how to resource an engineer that will take the job. B/C Hadfield commented he has asked Mr. Oldham to recommend another mechanical engineering firm and has not heard from him. He will contact Mr. Oldham again on Friday, April 17.
- b. **2015 District Fiscal Priorities:** Chief Smith thanked Accountant Hom for attending this meeting and informed the Board that they worked together on a number of scenarios. The Chief reflected on last month's meeting where the Board had asked him to prepare recommendations for the reserve and underfunded categories. He referred the Board members to the Assigned Reserve Category Considerations document in the Board packet as he reviewed the District's current balances and options. The following fund balance changes were proposed in Option 1:

Reduce reserve category 6901/Unreserved from \$270,975.71 to \$50,000  
Increase reserve category 6910/Apparatus Replacement from \$652,643 to \$800,000  
Reduce reserve category 6935/MERA from \$37,580 to 0  
Reduce reserve category 6940/PERS from \$800,490 to \$680,000  
Reduce reserve category 6942/OPEB from \$199,983 to 0  
All other fund balances remain constant  
**With this option the District can pay down the CalPERS liability by \$680,000 this F/Y**

The following fund balance changes were proposed in Option 2:

Reduce reserve category 6901/Unreserved from \$270,975.71 to \$50,000  
Increase reserve category 6910/Apparatus Replacement from \$652,643 to \$760,000  
Increase reserve category 6915/Building Replacement from \$72,899 to \$172,899  
Reduce reserve category 6935/MERA from \$37,580 to 0  
Reduce reserve category 6940/PERS from \$800,490 to \$680,000  
All other fund balances remain constant  
**With this option the District can pay down the CalPERS liability by \$420,000 this F/Y**

The Chief reported the District currently has \$2.9 million in reserves. Option 1 would allow the District to make one extra payment of \$680,000 this fiscal year to immediately reduce the balance due to CalPERS and then aggressively pay off the debt in three years, or, up to six years. Option 2, a more conservative approach, has two scenarios. The first scenario shows the District with one extra payment of \$420,000 this fiscal year to reduce the debt amount and pay off the remaining liability in six years. The second scenario reflects a \$420,000 payment this fiscal year with additional \$100,000 payments in subsequent F/Y 2015/16, 2016/17, 2017/18, and 2018/19 paying off the debt in three to four years.

Director Gerbsman asked Chief Smith which option he would choose. The Chief replied the decision was not his to make but commented he was conservative. He suggested the District make the lump sum payment this fiscal year, before August 1, additionally, the District will experience a 50% reduction in classic members' pension contributions due to a recalculation by CalPERS saving the District \$300,000. Chairman Murray added the District was in this good position due to our conservative approach. Director McLeran commented all three scenarios were well thought out.

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The Board asked Accountant Hom for his perspective. Accountant Hom remarked the District is on target to fund the retiree healthcare liability category 6942/OPEB. The District is contributing \$200,000 a year towards OPEB. The District could consider increasing the reserve account to pay down the pension unfunded liability. He reported the District will have a new evaluation by early June and would be able to project the incoming tax basis then. From his perspective if the District could maintain a six month reserve in comparison to one year's budget that is a financially sound position. As of June 2014 the District had more than six months of reserve funds. Accountant Hom recommended the Board look at Option 1 and have the CalPERS unfunded liability paid off in less than six years.

Both Chief Smith and Accountant Hom recommended the Board set a policy or guidelines on funding the assigned reserve accounts, i.e., how to fund them, identify funds to be funded and set priorities. They both agreed this discussion should take place on a future agenda.

After a lengthy Board discussion Chairman Murray/Director Naso M/S to reallocate the funds in the assigned reserve categories as identified in Option 1 of the Assigned Reserve Category Considerations Report. All Ayes.

The Chief commented this has been a lengthy process and thanked the Board for their direction the last few months.

- c. **Closed Session-Public Employee Labor Negotiation and Public Employee Benefit Negotiation:** The Board moved into closed session at 7:20 pm. The Board returned into open session at 7:50 pm. Chairman Murray advised there is nothing to report at this time.

**NEW BUSINESS:**

- a. **Hazardous Materials Spills Management JPA:** Chief Smith explained the District is a member in this JPA with other 13 other agencies in Marin County for hazardous materials spills. The current Agreement expires June 30, 2015. Fire Chief Jason Weber, representing the MCFCA, is in the process of reviewing the Agreement. He is requesting all agencies, in the interim to extend the Agreement for one more year, till June 30, 2016. He will work with the Fire Chiefs to make the necessary changes to the new Agreement. Chairman Murray/Director Naso M/S to agree with the extension of all terms of the JPA for Hazardous Materials Spills Management. All Ayes.
- b. **FASIS Board of Directors Election:** Chairman Murray opened discussion on the candidates running for FASIS Board of Director positions. Upon conclusion of the discussion Chairman Murray/Director McLeran M/S to support the FASIS Board selection of the following candidates: Mr. Ted Peterson/Novato Fire District, Mr. Gary Grenfell/South Placer Fire District, Mr. Tom Perazzo/Southern Marin Fire District and Mr. Richard Pearce/Tiburon Fire District. All Ayes.
- c. **Resolution 2-2015:** After discussion Directors McLeran/Gerbsman M/S to support Resolution 2-2015 in support of the Ross Valley Paramedic Tax Rate for Fiscal Year 2015-2016. Roll call vote: Corbet/Aye, Gerbsman/Aye, McLeran, Aye, Murray/Aye, Naso, Aye. Resolution passes.
- d. **Resolution 3-2015:** After discussion, Chairman Murray/Director McLeran M/S Resolution 3-2015 of the Kentfield Fire District proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department. Roll call vote: Corbet/Aye, Gerbsman/Aye, McLeran, Aye, Murray/Aye, Naso, Aye. Resolution passes.
- e. All Ayes.

**REPORTS:**

- a. **Overtime, Incident (March):** Reviewed

**CHIEF'S REPORT:**

- a. **April FDAC Report:** Chief Smith reported he and Director Naso attended the conference. Some of the topics presented included legal and political issues, SRA fee, legalized use of marijuana, and the Napa earthquake. Director Naso commented all the topics were interesting and he enjoyed attending. Chief Smith added it was a very worthwhile conference.

**APPROVAL OF WARRANTS:** Directors Naso/Murray M/S to approve March warrants no. 6906 to and including 6963 in the amount of \$311,553.54. All ayes.

A moment of silence was held for our recently departed members.

Chairman Gerbsman/McLeran M/S to adjourn the meeting at 8:11 pm. All Ayes.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, May 20, 2015

**CALL TO ORDER:** 6:33 p.m. by Chairman Murray. Director McLeran led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith and Accountant Hom.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors McLeran/Gerbsman M/S to approve the minutes of the April 16, 2015 regular meeting. All ayes.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **2015-2016 District Preliminary Budget:** Chief Smith explained, after a discussion with Chairman Murray, he was presenting the preliminary budget in May due to June vacation schedules. At this time the Association is still in negotiation with the District so the preliminary budget still reflects 2014/15 personnel cost figures. Once the negotiations are complete Chief Smith will finalize the 2015/16 personnel figures for the Board's review. Accountant Hom added after June 30 the District will have updated property tax bills for next year as well as more projections on the CalPERS health insurance costs. When the final budget is presented the District will have refined numbers.

Chief Smith presented the following figures for the 2015-2016 District preliminary budget:

**Revenue:** Chief Smith noted these figures reflect April data and that Accountant Hom will have updated figures by the end of June. Chief Smith reported the District will see an increase in projected property tax income and a revenue increase in the District's contract leases with AT&T, T-Mobile, Marin General Hospital and Sprint due to Consumer Price Increase adjustments. AT&T revenue has gone up significantly due to the new lease agreement. The District revenue is projected to be approximately \$5 million.

**Personnel Costs:** Chief Smith noted the figures in this category are preliminary pending an agreement with the Association. Chief Smith asked the Board to consider this category a draft. Chairman Murray asked if the Safety salaries were current numbers. Chief Smith replied the 2015/16 proposed Safety salaries reflect current 2014/15 salaries. The preliminary estimate is \$3.6 million.

**Service Supply:** These figures have not changed significantly reported Chief Smith. There will, however, be a few additional administrative expenses in 2015/16. Chief Smith explained he has been working with Accountant Hom on the GASB 68 analysis in addition to the OPEB actuarial study which will be completed next fiscal year. There may also be potential election costs in November. As a result this category reflects a \$9,000 increase in comparison to the last fiscal year, with a total figure of \$646,160.

**Debt Service:** These are firm numbers. The District refinanced the fire station project in 2013/14, saving approximately \$18,000 a year on interest going forward.

**Capital Outlay:** The staff has done a good job the last four to five years getting the District outfitted with capital outlay: purchasing SCBAs and turnout equipment. Due to the potential building repair, \$200,000 is estimated for the repair. The District will not know the true cost until work estimates are received. Chief Smith thought this figure was his best estimate.

**Reserve Allocation:** This category will be reviewed by the Board after our audit by Maze & Associates.

Chief Smith asked Accountant Hom for additional comments. Accountant Hom explained the actual figures for 2015/16 County of Marin Property Taxes will not be available until July. At best the District is working with estimates. The salary negotiation with the Association is still in progress hence the numbers are not reflected yet. Too many significant numbers are unknown so the preliminary budget reflects numbers known to date. Accountant Hom advised the Board that some of the figures may change significantly. Chief Smith added he made the assumption of keeping the current special tax assessment rate at 7 cents per square foot. The Board will review this special tax during the June Board meeting and ratify the rate by resolution. Chairman Murray expressed concern over the \$200,000 budgeted for the building repair. Chief Smith suggested he could leave the funds out of that category and have the Board move money in from the reserve accounts when needed. Chairman Murray replied the category estimate was conservative and agreed it was reasonable. Chairman Murray thanked Chief Smith and Accountant Hom for working on the budget. Chairman Murray/Naso M/S to accept preliminary 2015-16 budget as presented to the Board. All Ayes.

- b. **Closed Session-Public Employee Labor Negotiation and Public Employee Benefit Negotiation:** The Board moved into closed session at 6:41 pm. The Board returned into open

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session at 7:00 pm. Chairman Murray advised there is nothing to report at this time other than the fact the full board has directed the sub-committee to schedule another meeting with the Association to continue the negotiations.

**NEW BUSINESS:**

- a. **Bickmore Engagement Letter for OPEB Actuarial Valuation Services:** Chief Smith referred the Board to the Bickmore Engagement Letter for OPEB Actuarial Valuation Services in the Board packet explaining the District has contracted with Bickmore for the last four to five years. This year the Chief contacted Bickmore to do the actuarial for the OPEB valuation and requested a proposal. The cost for the actuarial report is \$6750 and Chief recommended the District contract again with Bickmore. The caveat this year is the addition of the GASB68 valuation that he and Accountant Hom have been working on with CalPERS. The GASB68 valuation is effective this current year. After a brief discussion Chairman Murray/Director McLeran M/S to accept the engagement letter for this year for the actuarial valuation. All Ayes.
- b. **FAIRA Governing Board of Directors Election:** Chief Smith explained the FAIRA Governing Board of Directors Official ballot needs to be completed for this election. Chief Smith recalled that two months ago the Board nominated Chief Smith to again represent the District on the FAIRA Board. The ballot reflects eight members running for seven vacancies. He referred Board members to the member letters the candidates wrote to the District with their qualifications and request for the Board's support. The Board, after discussion, selected the following candidates to the FAIRA Governing Board of Directors: Chief Paul Smith, Kentfield FPD, Chief Richard Pierce, Tiburon FPD, Chief Lawrence Bettencourt, South Placer FPD, Mark Shadowens, Northstar CSD, and Chief Howard Wood, from Vacaville FPD.

**CORRESPONDENCE:** Reviewed

**REPORTS:**

- a. **Overtime, Incident (April):** Reviewed

**CHIEF'S REPORT:**

- a. **KFD/MAGC Blood Drive May 12, 2015:** Chief Smith referred to the After Drive Report in the board packet, and noted the next day he received information from Mr. Humber on who received donations. A couple of young kids, less than two years of age, a 58 year old male with aortic valve replacement and a woman with a brain aneurysm. Sixty-eight pints of blood was collected at the drive on May 12. The drive went really well. Mr. Humber did a great job.
- b. **AT&T System Upgrade Closeout:** Chief Smith directed the Board to the EMF Executive Summary Report in the board packet. Engineer Trimble walked the facility with the Engineer during the readings. The results of the measured EMF's were less than the original engineer's estimates. Also the Chief recalled that Director Gerbsman had negotiated with AT&T a \$50,000 Surety Bond to cover the District in the event AT&T abandoned the site at some future date. The bond arrived this week. The required roof water test has been scheduled and will be paid for by AT&T. The Chief was happy to announce the site work is completely water tight. Unfortunately, Aquatech did find the source of a leak around one of our duct work areas, unrelated to AT&T. Chief Smith received the report this morning and will take action to repair it. Director Naso asked if the District has notified the neighbors regarding the site work had been completed. Chief Smith replied no, but added the documentation is in the file, if we have an inquiry as a public record the information is available for viewing. Chief Smith added he did receive a call from a neighbor that commented the screening was better than he thought it would be. Chief also announced he did receive a report on the projected work to repair the discovered leak and will place this item on the agenda for the June meeting.

**APPROVAL OF WARRANTS:** Directors Naso/McLeran M/S to approve April warrants no. 6964 to and including 7037 in the amount of \$990,435.63. All ayes.

A moment of silence was held for our recently departed members.

Chairman Murray/Director McLeran M/S to adjourn the meeting at 7:30 pm. All Ayes.

Respectfully submitted,

Ronald T. Naso  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, June 17, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, County Counsel Brady and County Counsel Brandes and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Gerbsman/Naso M/S to approve the minutes of the May 20, 2015 regular meeting. All ayes.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **Closed Session-Conference with legal counsel-anticipated litigation: significant exposure to litigation pursuant to subsection (4) of subdivision (d) of Gov't Code Section 54956.9 regarding contract dispute. (One Potential Case)-Crown Castle-Crown Castle/Spring Contract Issue Update:** The Board moved into closed session at 6:31 pm. The Board returned to open session at 6:45 pm. Chairman Murray reported the Board gave County Counsel direction on the Sprint/Crown Castle dispute.
- b. **KFD Budget and Financial Accountability:** Director Gerbsman advised the Board he had spoken with Chief Smith and requested a public report of the actions that the Board, in conjunction with the Chief and the Union, had taken to maintain the District's financial viability over the last several years. Chief Smith thanked Director Gerbsman and the Board for the opportunity to publicly record the District's financial accomplishments. He directed the Board to the Review of Board Actions Relative to Fiscal Accountability memo in the Board packet. Chief advised the Board that he had met with our auditors, Maze & Associates, to review the year-end perspective and discuss GASB68 strategic planning. Chief Smith reported that Maze & Associates noted that Kentfield Fire District financials are in good standing. Chief Smith outlined the following Executive Summary of the Board's actions for the past several years:
  - Fire Station Remodel and Project Funding Financing**-through this refinancing the Board negotiated a reduction of the interest rate from 4.65% to 3.40%, resulting in \$17,513 annual savings relative to \$175,000 savings over the remaining ten years on the debt service.
  - OPEB (Other Post Employment Benefit) Obligation Liability**-The Board funded this liability in 2013/14 and 2014/15 contributing \$200,000 per year to cover future medical insurance premiums for retirees. Chief Smith checked this account this last week and reported the total liability is estimated at two million dollars. The District currently has approximately \$1.3 million in the CalPERS/CERBT trust as of today. The earnings on the money have been doing really well. The District is on track to have this obligation 100% funded in less than five years.
  - CalPERS Pension/Retirement Program**-The Miscellaneous category is tiered. The Board approved a \$120,000 payment in 2014 to pay off the Tier 1 remaining obligation. The current Miscellaneous plan has no unfunded liability. The Safety category liability, classic member tier, has a side fund attached to it. The District has paid down this side fund in 2013, \$250,000, and in 2015, \$680,000, with a liability of approximately \$350,000 remaining. The Safety category, PEPPA member tier, does not have any significant liability attached to it.
  - Grant Opportunities**-The District has received a number of grants: \$158,000 FEMA grant for SCBA purchase, \$4,000 State grant for protective clothing, and this year a \$10,550 FireSafe Marin grant has been secured for vegetation management. Chief Smith met with B/C Hadfield and recalled the District received grants for diesel apparatus filters for health and safety, a public emergency warning siren on the roof and the electric power generator in the back parking lot of the fire station. In the last ten years the District has received \$500,000 through grants. Chief Smith added he works closely with the union staff members on developing the grant requests.
  - Fiscal Best Practices Review**-The Board subcommittee reviewed and updated fiscal policies and procedures with Chief Smith and Accountant Hom to adopt transparent best practices for the District. These reviews will take place annually.Director Gerbsman commented on the importance that the District provide full transparency of our public funds to our constituents. It's a credit to the District, the Union working with the Board and the Chief's leadership in order to accomplish these financial standards and meet financial responsibility with accountability to the public. Director Gerbsman directed Secretary Mulkeen to post Chief Smith's report on the District website. Chairman Murray commented it's a good idea to place the report on the website.
- c. The Board went into closed session at 6:55 pm. The Board returned to open session at 7:07 pm. Chairman Murray commented that this agenda item was incorrectly posted. This item was not a closed session for labor negotiations but a closed session for the Board subcommittee to report back to the full Board on the meetings they have had with the union representatives. Chairman Murray requested the record be corrected and the agenda annotated. Chairman Murray reported

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that during the closed session the subcommittee brought the board members up to speed on the union negotiations.

- d. **Open Session/Contract Negotiation Review:** Chairman Murray reported the Board met and the subcommittee reported the process to the full Board. The Board feels they have a fair offer on the table with a firm 3% offer. Chairman Murray framed this offer with the following historical points: the Association and the Board have worked together well during the economic turndown when many city governments were taking benefits away from employees, the KFD Board prides itself that it did not take away benefits during the negotiations and that was not the Board's intent, additionally the District has been fortunate financially and did not have to do that. Director Gerbsman restated the offer for this year is 3%. Captain Glenn acknowledged the offer and stated he will need to bring this offer to the union membership at their next meeting. Captain Glenn requested a meeting with the subcommittee next week. He and Engineer Trimble will coordinate with the subcommittee members to schedule a date.

**NEW BUSINESS:**

- a. **Board Appointment to the JAC:** Chief Smith explained that several years ago the District made an alliance with the JAC (Joint Apprenticeship Committee). The JAC provides funds, \$3.00 for every hour of training, for the advancement and training of Firefighters to Engineers and Engineers to Captains. Engineer Trimble is the Labor Rep, Captain Glenn, the Training Rep, Chief Smith represents District Administration and Ex-Director McLeran represented the Board. With his vacancy on the Board Chief Smith is requesting a new member be appointed by the Fire District Board. Director Gerbsman volunteered to represent the Kentfield Fire District Board. Chairman Murray/Director Naso M/S to appoint Director Gerbsman to the JAC. All Ayes.
- b. **2015/16 Special Fire Tax Assessment and Board Resolution 4-2015:** Chief Smith advised the Board that the Marin County Assessor's Office is requesting the District's special fire tax assessment rate for 2015/16. To assist the Board with the decision Chief Smith redistributed the 2015/16 Budget Analysis and the Pre-Budget Revenue documents that were presented and approved at the May meeting for the Boards' information. After a brief discussion, Chairman Murray commented given the District's financial position he felt the assessment rate should remain at .07 cents. This comment was supported by all Board members. Director Gerbsman/Corbet M/S to maintain the assessment rate at .07 cents per square foot and to pass Resolution 4-2015 to adopt special assessment rates for F/Y 2015/16. Roll Call vote: Corbet/Aye, Gerbsman/Aye, Murray/Aye, Naso/Aye. Resolution passes.
- c. **Board Vacancy and Process for Replacement Member:** Chairman Murray informed the Board that the District is required to notify the Registrar of Voters of a member vacancy within fifteen days of vacancy. On behalf of the Board, Chairman Murray did send a letter advising Mr. Dan Miller that Director McLeran resigned due to his move out of the District. He further advised the Board that the Board has the right to appoint a replacement or they can wait a specified amount of time and let the Board of Supervisors appoint a replacement. The appointed Director has to run in the November election and submit the necessary paperwork by August 8. Chief Smith added he had spoken with County Counsel then distributed two pages of information, one from counsel and the other from Dan Miller, County Elections Department and was advised the District has sixty days from June 1 to appoint a director and that the appointee will have to run in the November election to continue on the Fire District Board. Chief Smith asked the Board for direction on this issue. After some discussion the Board directed Chief Smith to post the position on the Kentfield Fire District website and make a few contacts in the community. The interested candidates may interview with the Board or a subcommittee as well as representatives of the KAOF. Engineer Trimble appreciated the union being invited to participate in this process. In closing Chairman Murray directed Chief Smith to officially reach out to community members and asked the KAOF to approach Chief Smith or himself with recommendations.

**CORRESPONDENCE:** Reviewed

**REPORTS:**

- a. **Overtime, Incident (MAY):** Reviewed

**CHIEF'S REPORT:**

- a. **Update on Roof HVAC System:** Chief Smith met with Mr. John Pappas, Mechanical Engineer two or three times to evaluate our HVAC system and invited Mr. Chris Barger, of Allied Mechanical and Director Naso to conduct a walk-through of the roof issues. Chief Smith distributed a memo addressed to Allied Mechanical listing the issues he wanted addressed at the site walk-through. During the meeting they discussed areas of concern and requested repairs be initiated based on those issues considered most critical. The Allied Mechanical tech has been working on the building for 3-4 years and has some insight on some of the issues. Allied Mechanical will provide the District with recommended system alterations based on their recommendations and those of the District's Consulting Mechanical Engineer. Director Naso thought the meeting was productive and felt he expressed the District's desire to limit the cost but get the issues resolved and in working order. Director Naso believes the biggest issue is the transition elbows/u joints and the clearing of the walking path on the roof.

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- b. Update on Fire Prevention Activities:** Chief Smith reported that Lynne Osgood, our Fire Prevention Officer has accepted a full time position with Novato Fire District and is expected to start late June and added she will be missed. B/C Hadfield will handle fire prevention activities in the interim as he is already handling our vegetation management project. Chief Smith advised his preliminary budget contains funds for a part-time fire prevention officer to provide high quality service to the public. He reported having a few resources to contact.
- c. Report on Structure Fire: 121 Kent Avenue:** B/C Hadfield reported the fire was reported at 9:30 am with Chief Smith and Marin County Sheriff Deputy first on the scene. As Engine 17 arrived Chief Smith called for a rescue ladder as someone was trapped by flames on the second story balcony. Engineer McKnight set the ladder and Captain Glenn climbed up and brought the victim down. Meanwhile Firefighter Nelson pulled a 2 ½ from another truck and got a water line established. Engineer McKnight lead the fire attack team into the apartment. B/C Hadfield reported upon his arrival he carried a second bundle of hose up to the fire and took over incident command. He said the fire was under control by 10:02 am. Initially, a neighbor who saw the smoke coming through the apartment door opened the door to check on the occupant, saw the flames and retreated without closing the door. As a result flames were running down the 75 foot hallway. The resident of this apartment dove out his window and sustained minor injuries. There were two other injuries reported. The investigation revealed the fire started in the bathroom, and quickly spread to engulf the entire apartment. Chief Smith acknowledged B/C Hadfield did an excellent job managing multiple companies, securing the building and meeting the medical needs of those injured. Residents, other than the unit where the fire started, were back in their apartments in three days.

**APPROVAL OF WARRANTS:** Directors Naso/Murray M/S to approve May warrants no. 7038 to and including 7083 in the amount of \$216,398.01. All ayes.

A moment of silence was held for retired San Francisco Fire Lieutenant Terry White who recently passed away.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary



### **Item (1) Fire Station Remodel and Project Funding**

In 2009 the District completed a fire station modernization project , of which \$4,030,000 was financed through a private placement bond. This transaction carried an interest rate of 4.65% with a fifteen year amortization period. The annual debt service was \$376,158 payable biannually. In 2010 the District pre-paid approximately \$500,000 toward the principal of this obligation, effectively reducing the annual debt service to approximately \$327,800, a saving of \$49,000 annually. In 2014, the District saw an additional opportunity to effectively reduce this debt again. The District approached the original loan broker requesting an analysis of the existing market relative to the terms of the original transaction. A net saving analysis indicated that an opportunity for a significant reduction of interest rates was available. In May 2014 the Board took action and negotiated a reduction of interest rate from 4.65% to 3.40%. The original amortization period (to 2023) remained. This refinancing generated a total savings to the District of \$175,133 resulting in an average annual savings of \$17,513.

In 2007 the United States Internal Revenue Service approved an allocation application for the District to issue \$250,000 in Clean Renewable Energy Bonds (CREBS) to finance a proposed 25 kW AC photovoltaic generation system at the fire station. The installation of this system was coordinated with the planned fire station modernization project. In 2008 the District negotiated a contract with a licensed contractor to install the system designed to produce 14.44 kW AC power. The CREBS bonds were issued for \$153,845 with virtually no interest cost to the District. The annual debt service is approximately \$11,800. The thirteen year amortization period runs through 2020. However, a potentially greater significant savings factor is the long term reduction of electrical power required to be purchased from Pacific Gas & Electric Company.

### **Item (2) OPEB (Other Post Employment Benefit) Obligation Liability**

#### OPEB Pre-funding Program

In September 2008, and in compliance with GASB 45, the District authorized an actuarial valuation to determine financial liability of the District in providing OPEB benefits to the members. Kentfield Fire District retirees receive "Other Post- Employment Benefits (OPEB)", in addition to pension benefits, in the form of medical insurance coverage. Since 1988 the District annually budgeted this cost on a "pay as you go" basis.

In compliance with governmental accounting standards, the District measured and reported this OPEB liability and annual required contribution (ARC). The actuarially accrued liability was calculated at approximately \$2 million dollars. The District decided to pre-fund future OPEB costs through the CERBT program, administered by CalPERS. The District has been making contributions to the CERBT fund, a trust fund irrevocably dedicated to pre-funding employer OPEB liabilities. This trust account value today is approximately \$ 1.3 million. The District is well on its way to retiring this liability within the next five

years if annual contributions of \$200,000 continue. These assets (contributions and investment return) held in the CERBT fund will be used to pay the future OPEB costs. Biennial actuarial reports confirm that the District is reducing this liability well ahead of schedule.

The CalPERS Board of Administration sets CERBT investment policy and strategy and, through CalPERS Investment Office staff, manages CERBT investments. CERBT assets are invested in public market securities using an asset allocation strategy approved by the CalPERS Board. The Kentfield Fire District Board periodically reviews available investment strategies and makes calculated adjustments, as warranted.

### **Item (3) CalPERS Pension/Retirement Program**

The Kentfield Fire District contracts with the California Public Employees' Retirement System (CalPERS) to provide pension benefits to District retirees. The District Board of Directors has addressed several underfunded liabilities in this area and has made contract changes to substantively reduce future liabilities.

The District employees are classified into one of two CalPERS categories. The Safety Plan includes all fulltime, permanent firefighters and officers as well as those relief or seasonal firefighters working more than 1000 hours in one year. The Miscellaneous Plan includes the Administrative Assistant. In 2011 the District initiated Tier Two in the Miscellaneous category. This contract amendment slightly reduced the pension benefits while significantly reducing District expense. In 2012 the PEPRA pension reform measures were adopted state-wide, reducing defined benefits payable to future Safety and Miscellaneous retirees of this system while subsequently reducing District long term and short term expenses.

In 2014 the District moved to pay off the entire unfunded liability attached to the Miscellaneous Tier 1 Plan of \$120,000. In 2013, and again in 2015, the District Board moved to reduce the Safety Plan "side-fund" liability. Payments to CalPERS in 2013 in the amount of \$250,000 and in 2015 in the amount of \$680,000 were submitted to reduce this liability. By the end of fiscal year 2015-16 this liability will have been reduced to approximately \$260,000. GASB 68 requirements relative to reporting pension liabilities on the District's financial documents take effect with the June 30, 2015 reporting period and may be addressed by the Board at that time.

### **Item (4) Grant Opportunities**

The Kentfield Fire District has had the opportunity to apply for, and successfully manage, several grants. The District managed and received funds from FEMA/Homeland Security for a disaster preparedness program and developed "Get Ready, Marin". Successful applications for a fire station emergency power generator, diesel smoke scrubbers for the apparatus, a roof mounted emergency siren, firefighter

protective clothing, communications equipment and self-contained-breathing-apparatus (SCBA's) and most recently funding to assist with vegetation management projects round out the list. These grants supported Kentfield Fire District equipment and programs in excess of \$400,000.

**Item (5) Fiscal Best Practices Review**

In 2014 the District Board established a sub-committee of two Directors and staff personnel to review the District's policies and procedures relative to day-to-day financial responsibilities. Fiscal policies designed to provide improved transparency, oversight and separation of duties were implemented.

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Special

**DATE:** Monday, June 22, 2015

**CALL TO ORDER:** 5:03 p.m. by Chairman Murray. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** Directors Murray, Corbet and Naso were present; Director Gerbsman joined the meeting remotely via phone. Also in attendance was Chief Smith.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **Resolution 5-2015: 2015 District Candidate Election:** Chairman Murray reviewed the Resolution with the Board members. After discussion Chairman Murray/Director Naso M/S to approve Resolution 5-2015 of the Kentfield Fire District Board of Directors proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department. Vote by roll call: Corbet/Aye, Gerbsman/Aye, Murray/Aye, Naso/Aye. Resolution passes.

Chairman Murray/Director Corbet M/S to adjourn the meeting at 5:07 pm.

Respectfully submitted,

Chief Paul Smith  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, July 15, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Mr. Barry Evergettis led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, County Counsel Brady and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/Gerbsman M/S to approve the minutes of the June 17, 2015 regular meeting. Ayes: Corbet, Gerbsman, Murray, Naso. Directors Gerbsman/Corbet M/S to approve the minutes of the June 22, 2015 special meeting. Ayes: Corbet, Gerbsman, Murray, Naso.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **Closed Session Conference with Legal Counsel-Crown Castle-Crown Castle/Sprint Contract Issue Update:** The Board went into closed session at 6:34 pm. The Board returned to open session at 6:50 pm. Chairman Murray reported the Board gave County Counsel authority to continue negotiations with Crown Castle/Sprint on the District's behalf.
- b. **Closed Session for Public Employee Labor Negotiation:** The Board went into closed session at 6:53 pm. The Board returned to open session at 7:00 pm. Chairman Murray reported the Labor Negotiation Sub-Committee updated the Board on employee negotiations.
- c. **Open Session: Report on KAPF Negotiations:** Chairman Murray thanked everyone involved with the Labor Negotiations noting all members were professional and never adversarial. He thanked the entire Association including those that participated in the negotiation. On behalf of the Board Chairman Murray stated the Board would like to ratify the offer and agree on a tentative agreement between the Kentfield Association of Professional Firefighters and the Kentfield Fire District Board with a 3% pay raise effective July 1, 2015. The agreement will be ratified at next month's meeting. Chairman Murray requested that the Association continue to have an open dialog with Board members to encourage better understanding of existing issues, ideas and items the Association is considering. In this effort Chairman Murray requested that the topic, member participation workshop on retirement benefits, be placed regularly on future agendas under unfinished business to keep both parties apprised of current events. Engineer Trimble commented this action would keep communication open with the opportunity for constructive feedback. Director Gerbsman added these conversations will keep everyone versed on the current events, give the District the opportunity to strategically plan financially, start the process earlier and approve to go to sub-committee in a timely fashion. Chairman Murray requested the MOU be available for signature at the next board meeting on August 19.
- d. **Board Vacancy and Process for Replacement Member:** Chairman Murray introduced Mr. Barry Evergettis, applicant for the Board Director vacancy. Chairman Murray personally expressed how impressed he was with Mr. Evergettis' qualifications and noted his current position as President on the Kent Woodlands Property Owners Association is a great asset to the District Board. He added he was glad Mr. Evergettis stepped forward for this position which he will hold for the remaining two year term. Director Gerbsman commented he too was impressed with Mr. Evergettis' qualifications and that Chief Smith had spoken highly of him. M/S Murray/Naso to approve the Board's appointment of Mr. Barry Evergettis to the Board Director position vacated by Director McLeran. Ayes: Corbet, Gerbsman, Murray, Naso. Chairman Murray read the oath of office to Mr. Evergettis who affirmed his appointment. Mr. Evergettis commented the Board members are a fine group and he is privileged to serve with them.

**NEW BUSINESS:**

- a. **Closed Session/Public Employee Labor Negotiation for Chief Smith and Administrative Staff:** The Board moved into closed session at 7:05 pm
- b. **Open Session/Public Employee Labor Negotiation for Chief Smith and Administrative Staff:** The Board returned to open session at 7:10 pm. Chairman Gerbsman reported the Board reviewed Chief Smith's letter to the Board packet requesting a 3% salary adjustment for the administrative staff effective July 1, 2015. Chairman Murray noted the 3% increase is in line with the Association's approved salary increase. M/S Murray/Gerbsman to approve the 3% salary adjustment for the following administrative staff: Chief Smith, Accountant Hom, Administrative Assistant Mulkeen. Ayes: Corbet, Gerbsman, Murray, Naso.
- c. **MarinMap-Fire District JPA Proposal:** The Chief referred to his staff report in the board packet describing MarinMap as a consortium of Marin public agencies managing and sharing a geographic information system designed to capture, store, manipulate, analyze, manage and present all type of spatial or geographical data. Currently all the cities, water and sewer districts in

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the county of Marin are members of MarinMap. The independent Fire Districts have never been a member due to the \$10,000 annual basic membership cost MarinMap charges. The Fire District Chiefs never thought it was a fair proposal. Chief Smith commented he has worked for some years to come to a resolution that will work for the Fire Districts. MarinMap has proposed an MOU with Marin fire districts as a JPA member with the cost of participation based on District population. Kentfield Fire District's portion is approximately \$600; a fair price to the Fire District commented Chief Smith. He recommends the District join the JPA. Chairman Murray agreed the price was reasonable as long as 90% of the agencies elect to participate in the JPA. Chief Smith added he feels that all nine Districts will choose to join the JPA. After Board discussion M/S Gerbsman/Naso to approve the District's participation in the MarinMap JPA/MOU for approximately \$600. Ayes: Corbet, Gerbsman, Murray, Naso.

**CORRESPONDENCE:** Reviewed; Chairman Murray commented to the Board he would like to invite Director McLeran back to recognize his time served. Chief Smith noted the District received acknowledgement from CalOES accepting the Board's February resolution on reimbursing out of county response salaries portal to portal. Director Gerbsman commented the letter from the Marin Professional Firefighters relative to the COIN negotiation process was well written and is interested in seeing the results of that case.

**REPORTS:** Reviewed

**CHIEF'S REPORT:**

- a. **Update on Roof HVAC System:** Chief reported the repair work will start on Tuesday. They will put in a two speed motor controller and permanent fixes to the duct work.

**DIRECTOR'S REPORT:**

- a. **Ross Valley Fire Services:** Director Gerbsman reported he had received a phone call from Mr. Doug Kelly, a San Anselmo resident. Mr. Kelly had heard that Kentfield Fire District may be losing a Chief and wanted to discuss the potential merger of Kentfield Fire with Corte Madera, Larkspur, and the Ross Valley. Director Gerbsman replied to Mr. Kelly that the Board welcomes open conversation with positive input. The District would be open to discuss critical items such as finance liabilities, unfunded pension and insurance liabilities, as well as salaries and operations. Director Gerbsman also noted to Mr. Kelly that Kentfield Fire District had a situation with the Town of Ross some time ago and felt the financial burden, without reasonable benefit to the District, would be unfair to our constituency in the Kentfield/Greenbrae area. As a representative of Kentfield Fire District Board Director Gerbsman informed Mr. Kelly the District Board's goal is to represent District residents and their safety, the Kentfield Fire District personnel, and the financial responsibility of the Kentfield Fire District Board of Directors. Director Gerbsman said Mr. Kelly would contact him at a future date. Director Gerbsman suggested the Board or a subcommittee

look into this inquiry. Chairman Murray noted that the Board is open to dialog that would benefit the organization, the District and the Ross Valley in general.

Director Gerbsman excused himself from the meeting at 7:32 pm.

**Approval of Warrants:** M/S Naso/Murray to approve June warrants no. 7084 to and including 7161 in the amount of \$539,195.71. Ayes: Corbet, Murray, Naso; one abstention, Evergettis.

A moment of silence was held for our recently departed members.

M/S Naso/Murray to adjourn the meeting at 7:35 pm.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, August 19, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Director Naso led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Naso/Corbet M/S to approve the minutes of the July 15, 2015 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. Contract Renewal: Chairman Murray reviewed the three Agreements and recommended the Board approve individually. The Provisional Firefighter agreement will be approved as submitted pending the employee's approval of the agreement upon their return from an out of county assignment. Chairman Murray asked the board if they had any questions upon their review of the agreements. The Board had none.

M/S Gerbsman/Murray to approve the FY 2015/16 Provisional Firefighter Employment Agreement as submitted pending the employee's approval upon their return from out of county assignment. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

M/S Naso/Evergettis to approve the FY 2015/16 Fire Chief Employment Agreement as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

M/S Gerbsman/Corbet to approve the FY 2015/16 Administrative Assistant Employment Agreement as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Chairman Murray requested the Provisional Firefighter Agreement be placed on the September agenda. Chairman Murray will sign this agreement at that time.

Engineer Trimble asked if Firefighter Nelson started PERS when he was hired as he did not see PERS retirement participation noted on this current agreement. Chief advised that Firefighter Nelson was added to PERS upon his hire date, March 5, 2014.

**NEW BUSINESS:**

- a. **Public Hearing for 2015/16 Final Budget:** Chairman Murray opened the public hearing of the 2015/16 final budget and asked Chief Smith to review the final budget. Chief Smith recapped that in May he presented the preliminary budget to the Board in order for the District to function through June and July after the fiscal year started. He added the District typically prepares a final budget for the Board's review sometime in August. This allows the District to present better data on secured property tax estimates and this year include the 3% salary adjustments for staff effective July 1, 2015. Chief Smith highlighted the following budget items:

**Revenue:** Due to increased activity this fire season, Chief Smith reported increasing revenue from State Fires Reimbursement, code 9950 from \$150,000 to \$250,000. Other changes include a slight increase in property tax secured at \$3.85 million, and final estimates on the special assessment, Measure G revenue. Total Revenue estimated at \$5,243,019.

**Personnel Costs:** Code 1050/Safety Salaries are firm reflecting the 3% staff salary increase as a result of contract negotiations. Overtime costs reflect a \$100,000 increase due to the increased activity from this year's fire season. Code 1530/CalPERS Retirement estimate reflects a \$143,100 decrease from \$762,000 to \$688,000. This decrease is a direct result of the District paying down the liability and has a positive impact to our bottom line. Total Personnel Costs are estimated at \$3,776,774.

**Service & Supply:** Reflects a decrease in the telephone costs, Code 2300 from \$17,000 to \$14,000. A significant increase of \$10,000 is reported under Code 2050-Auto/Equipment Repairs which is necessary to cover current water tank repair on the ladder truck. It is due back at the station August 25 or 26. Chairman Murray and Director Naso expressed concern that this repair leaves the Ross Valley without a ladder truck. Captain Fox commented Truck 54 from San Rafael is the closest truck for response. Total estimate on service & supply is \$643,824.

**Debt Service:** The final budget remains the same as the proposed preliminary budget. Chief Smith recalled the debt service total cost is down \$20,000 from last year due to refinancing the station. Total budget for Debt Service is \$316,030.

**Capital Outlay:** This budget section reflects a \$200,000 increase from F/Y 2014/15 to cover Building Repair/Code 4050. Chief Smith doesn't think the costs will be this high but wants to

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budget adequately. Chief also reported an increase to code 4070/Apparatus Replacement to cover additional emergency fire equipment package needed for the new Dodge Truck. He recalled that the Board had made an adjustment from the reserve funds in fiscal year 2014/15 to purchase this truck. Capital Outlay's final budget is \$299,985.

**Reserve Allocation:** Chief Smith reported Reserve Allocations will be reviewed in January after the December audit report is complete. Accountant Hom and the Chief will make recommendations at that time. Chairman Murray remarked on the importance of the District saving funds for future expenses. Chief Smith advised the District has two million dollars in reserve funds and after the 2014-15 budget is closed, may have an additional \$200,000-\$300,000 to reallocate.

**Final Budget Analysis:** Chief Smith summarized his budget reflects conservative estimates to ensure the District's fiscal responsibility. He reported the budget looks good, with the District showing a \$200,000 surplus. Chief noted the District has been able to increase the amount of funds it contributes to the reserve accounts each subsequent year: last year \$50,000, and the prior year \$34,000, and the year before that \$17,000 were approximate surplus' projected.

After a brief discussion, M/S Murray/Gerbsman to approve the 2015/16 proposed final budget as presented. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

- b. **Bank Signature Cards:** Administrative Assistant Mulkeen distributed the bank signature cards for the Board members to sign. The cards will be sent to the banks for record keeping purposes.
- c. **Fire Prevention/District Vegetation Management:** Chief Smith reported the engine companies have been conducting vegetation inspections in the State Responsibility Area for the last two months in compliance with the Public Resource Code 4291. This code requires access for fire engines to a property and vegetation clearance around the home are among some of the Code requirements. Engine crews have been assigned certain areas of responsibility in the District. The District developed and is utilizing door hangers that feature a list of fire safety tips with a checkoff list. The shift crews complete the checkoff list and note items to work on to meet the wildland code requirements, and on occasion meet with the resident. The program has been well received by the community and residents are getting the work done on their property. This program will help the District with the Community Wildfire Protection Plan that we are working on with other county fire agencies. In another vegetation management program, the District worked with PG&E to clear vegetation on properties around PG&E lines near Hillside Ave. Mr. Evergettis, President of the KWPOA, and Chief Smith completed a grant request and received PG&E funds to get the work done. Chief Smith reported the work is complete and it looks great. He explained that PG&E does some of the work but wanted assistance from fire agencies. Chief Smith reported there are other opportunities to work with Marin County Open Space District; however, there were some financial and political roadblocks. The Chief met with Marin County Fire Chief and the Open Space District to address the issue and is now seeing progress in the ability to work with Open Space. B/C Hadfield is the District's liaison. Director Naso asked if the District could borrow Marin County's chipper truck and initiate a program on our site. Chairman Murray recalled the District had done this in the past and it was well received. Chief Smith noted it was a good idea if we see interest.
- d. **Training:** Chief Smith informed the Board that Captain Glenn is out of county this week. Captain Glenn was going to report on Firefighter Safety and Survival training he initiated at 15 Spring. Chief Smith reported the training incorporated breaking through walls and exiting out windows. The training went well. All companies have attended; Captain Fox added they also practiced lots of roof work. Chief Smith will place this item on the September agenda.

**CORRESPONDENCE:** N/A

**REPORTS:** Reviewed; Chief Smith explained the District has moved to a new emergency reporting system which will provide more detailed incident reports.

Chief distributed the After Blood Drive Report noting it was another success. He thanked Erik Humber for organizing the event and Mark Lesley from Ambrosia for providing the pizza. Chief added the blood drive is a top notch service to the community.

**CHIEF'S REPORT:**

- a. **Crown Castle/Sprint Update:** Chief spoke with Counsel Brady. She was successful with the contract renewal items and is waiting to hear back from Crown Castle. Things look positive. Counsel is on vacation this week. Chairman Murray requested Counsel Brady attend our September meeting. Chairman Murray noted Counsel Brady has his permission to contact him directly to discuss information.
- b. **HVAC Roof Update:** Chief Smith reported a tremendous improvement with the A/C unit. Allied installed a two speed module. If the room has more people in it the unit will accelerate the fan speed to reach the desired temperature. The duct work has a smoke detector in it. When duct work was replaced, the duct detector was installed and needs to be programmed to our system. The District is waiting for Allied to meet with the security technician to re-program the system, and

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then the duct work will be completed. The District still has the roof duct leak work to be done in addition to addressing A/C 4 issues in the hallway.

- c. **Out of County Response Update:** Chief Smith distributed the out of county invoice tracking sheet listing fires the District has/is working. He reported on the following fires: Our OES is at the Rough fire by Fresno, a federal fire, with 25,000 acres burning as of this morning, 0% contained, with an expected containment date of September 15. The South Complex near Trinity National Forest is at 25,000 acres, 40% contained. Prior to these fires, we had a crew at the Lake County Fire for 7-8 days. Chief Smith distributed the CalOES Crew Evaluation on Acting Captain Garcia's team. He commented it is an excellent review. It is good to see our crews working hard under good leadership. Director Gerbsman requested a copy to distribute on his neighborhoods' community website, Next Door. Chief Smith remarked he will post the document on the District's website in addition to having our new Seasonal Firefighter, Bryan Bridges, write an article about his out of county experience. Additional requests are coming in to all Marin County Chiefs however Chief feels most resources have been deployed. The crew on the OES is Acting Captain Viau, Engineer Johnston, Firefighter Nelson and Seasonal Firefighter Johnson.
- d. **Succession Planning:** Chief Smith recalled this topic was initiated by a memo in March 2015 from Engineer Trimble, Association Representative requesting the succession plan and qualifications for the Chief. Chief read portions of his April 14<sup>th</sup> written response to the request, listing skills, knowledge and abilities required of a Fire Chief. In discussions with the Board and District Staff it was agreed to try and fill the position from within upon his retirement. The Chief outlined the following major projects on the horizon for the District: MERA rollout, County Computer Aided Dispatch System rollout, the fire code adoption cycle, disaster Flood Control for District 9, the ISO Review and Grading, and the manner in which the District vegetation management and defensible space initiatives interfaces with other agencies in relation to the Community Wildfire Protection Plan. Additionally he expressed concern regarding the transition with the RVPA. The RVPA is a valuable resource to the District and he would like to maintain our strong relationship. The Chief is not sure if Jason Weber, the interim Executive Director, will continue in this role.

The Chief suggested the following timeline for Fire Chief candidate selection:

- November – Invite applicants to apply, submit a letter of intent
- December – Conduct an assessment center
- December 16 – present assessment results to the Board for consideration; if an acceptable candidate is identified the candidate will move forward with discussion/interview with the full board
- Appoint Chief in January; with Chief Paul Smith transitioning for a few months, time TBD.

Discussion followed on the composition of the selection panel. Chairman Murray summarized that the oral board will be composed of two Board members, one or two Fire Chiefs (one from Marin, another from outside the county to provide another perspective), in addition to Chief Paul Smith and an administrative person. Chief Smith commented the process could include asking candidates for written response to a current fire service issue, resume review to meet qualifications, in addition to a letter of intent.

To prepare for the oral board and the transition to a new Chief, Director Gerbsman requested Chief Smith outline his duties/responsibilities so the Board can describe the management job responsibilities to candidates and prepare a timeline for the transition. All Board members concurred with this request and asked that it be presented at the September Board meeting.

Chairman Murray asked Association Representative Dan Trimble for his thoughts on this process. He responded with concern that it may be difficult to find interview panelist in December due to vacation schedules. Engineer Trimble also acknowledged the staff realizes the importance of the District's fiscal responsibility and their hope is Chief Smith would work with the incoming Chief to ensure this financial stability going forward. Engineer Trimble noted that Chief Smith working with Accountant Hom has created this environment and the Association hopes this close relationship and philosophy will continue with the new Chief. Chairman Murray agreed and reiterated the new Chief needs to realize the importance of fiscal responsibility and the importance of working with Accountant Hom. He has the pulse of the County and is an invaluable asset to the District. Chief commented this type of leadership makes a great working environment; it just doesn't happen by chance. Chairman Murray advised the Association he and the Board are open to hear their opinions and are available for discussion on this process through this open forum or by phone. Chief Smith will contact his assessment representatives this month in order to commit to the December timeline. He will also work on outlining a matrix of responsibilities and timelines for the Chief position and the recruitment process in preparation for the board meeting in September. Chief Smith will place this topic on the September agenda.

Chief Smith updated the Board with information relating to last month's agenda item on the conversation Director Gerbsman had regarding Ross Valley Fire, Corte Madera, Larkspur and Kentfield Fire District potential merger. Chief Smith received correspondence from Chief Roger Sprehn regarding Corte Madera and Larkspur Fire working together. The two agencies are discussing their shared services plan to decide what to do with their agencies now that Chief Sinnott has moved to San Rafael Fire and Chief Sprehn's impending retirement. Both agencies

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will have interim Chiefs that will work with a consultant to evaluate options. They stated that they are currently not interested in talking with Ross Valley because they want to focus on working on the Larkspur Fire and Corte Madera Fire options. These two organizations need to develop an administrative plan and Chief Smith recommends the Association and the Board let them continue in that direction without Kentfield Fire District's involvement.

Chairman Murray added one of the things he would like to see is fire prevention as a shared service and asked Engineer Trimble for his thoughts. Engineer Trimble noted this type of plan makes sense and said the whole county (referenced to IAFF Locals) is looking at this option. He commented he would need to see the parameters before committing. Chief Smith spoke with Chief Mills at Ross Valley regarding fire prevention resources. Chief Mills now has two fire prevention officers and thinks he may be able to offer a shared service if, upon evaluation, they have the capacity to do so. He will readdress this idea once certain business issues are resolved with Ross. Chief Smith noted this is an area the District may investigate.

**Approval of Warrants:** M/S Murray/Naso to approve July warrants no. 7162 to and including 7262 in the amount of \$917,117.15. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

A moment of silence was held for the three Washington state firefighters and other firefighters who have recently lost their lives fighting these fires.

Gerbsman/Barry M/S to adjourn at 8:20 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

**MEETING TYPE:** Regular

**DATE:** Wednesday, September 16, 2015

**CALL TO ORDER:** 6:30 p.m. by Chairman Murray. Director Murray led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present, except Director Gerbsman joined via telephone from McLean, VA. Also in attendance were Chief Smith and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Naso/Corbet M/S to approve the minutes of the August 19, 2015 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

Chairman Murray, with the Board's approval, rearranged the meeting agenda in order to meet Director Gerbsman's schedule. The following meeting minutes are in order they were discussed during the meeting.

**DIRECTOR'S REPORT:**

- a. **Ross Valley Fire Services:** Director Gerbsman reported, as follow up to July's meeting, that he had not heard from anyone regarding the proposed joint venture with Ross Valley or Larkspur. He asked Chief Smith for his comment on this topic. Chief Smith remarked he had spoken with the Ross Valley Fire Chief who reported the town of Ross had commissioned a consultant to review the cost sharing allocation formula between the four member agencies of the Ross Valley Fire with the purpose to determine what they believe a fair share would be. Ross Fire joined Ross Valley Fire two years ago. The review may take a few months. Director Gerbsman expressed his concern, as a representative of the District, is to ensure the financial viability and stability, insurance issues, and liability of the Kentfield Fire District. It is critical as we go forward.

**NEW BUSINESS:**

- a. **Nomination and Election of Board of Directors Vice President:** Chairman Murray noted that when Director McLeran did not get back in the District before the filing period, the District filled his position with Director Evergettis. Director McLeran was in the Vice Chairman role at the time and Chairman Murray expressed concern about placing Director Evergettis into this position during his first year on the Board. Chairman Murray asked Director Gerbsman if he would be interested in the Vice Chairman role. Director Gerbsman responded yes. Murray/Evergettis M/S to appoint Director Gerbsman to the Vice Chairman role. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Director Gerbsman thanked the Board for accommodating his schedule by moving items around so he could participate.

**CHIEF'S REPORT:**

- a. **Succession Planning:** Chief Smith referred to his succession planning information in the board packet. Chief recalled last month the Board of Directors discussed the Fire Chief transition process and selection. The Chief presented the following transition timeline and requested affirmation from the Board on the transition plan. Chief added he will meet with the staff and explain the transition timeline.
  - October 2015:** The Chief will invite and secure the evaluation panel members. He reported he had already secured some members with a few more invitations to initiate.
  - November 6, 2015:** the District will accept letters of intent and resumes. At this point Chief Smith suggested the Board may want to create a subcommittee and work with him on the interview questions and objectives for the panel interviews.
  - November 2015:** The writing assignment will be distributed to candidates.
  - December 2 or 3:** Conduct interviews. These are the dates the panelist that Chief Smith has already spoken to are available. Chief Smith would like a few Board members on the panel in addition to a couple of Fire Chiefs.
  - December Board Meeting:** The Board members on the interview panel present the candidate results with the full Board. Counsel Brady will research the Brown Act law and determine if the Board can discuss the candidates in a closed session. Chief Smith suggested the Board meeting be moved to December 9 to accommodate this interview schedule. He also stated that our auditor, Maze & Associates would be on the December agenda.
  - End of December:** Board will meet with the top candidate and discuss objectives.
  - Before December 31:** Board offers appointment and tentative contract with appointee.
  - January – March 2016:** Chief Smith will transition with new Fire Chief.

A short discussion followed the presentation with Board members reviewing the schedule and discussing the transition. Chief Smith commented the new chief should be well prepared by March. Director Gerbsman stated the Board and the Chief can evaluate the transition progress and be flexible with the timeline. Chairman Murray noted there were lots of processes the new chief can pick up on his own, although budget preparation with Chief Smith is important. Director Gerbsman added the candidates need a good insight on the budget, and during the interview process expresses that concern to gain understanding of the magnitude of the budget.

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At 6:52 pm Director Gerbsman excuses himself from the meeting and thanked the Board for accommodating his schedule.

Chief Smith presented a draft/working document of his workflow processes and highlighted some of the job responsibilities. Upon review Chairman Murray asked what components did the Chief feel are going to be the toughest for the next candidate. The Chief replied there were a number of operational items that will need to be addressed which were highlighted in a memo with the August board packet as follows: the new Chief may need to appoint a new Captain, Provisional Firefighter Nelson would be put into full role; with the loss of our fire prevention officer, the new Chief can hire someone, contract out, or create a joint powers agreement with another agency. Some things are in place to help with the staff transition. On a larger scale the projects include MERA II, the Com Center CAD upgrade and its effect on our mobile data computers, and the community wildfire plan/10 year plan which is due in October 2015. Financially the District is in good shape. Chief Smith shared that when he took on this role he found understanding special district finances a challenge. He added he will provide training in this area. Chairman Murray commented understanding District finances also means meeting with Accountant Hom regularly and elaborated it is important to contact county offices and continue our positive business relationship.

Chief Smith asked the Board if they were comfortable with the timeline and transition. A lengthy discussion followed regarding the length of the timeline. Chief Smith noted this timeline gives the candidates enough time to prepare, especially if something unexpected happens at the end of the fire season. Chairman Murray, Director Naso and Directors present commented the timeline/transition plan looks good. Director Naso thanked Chief Smith for preparing the presentation. Chief Smith asked staff present if they had questions/concerns regarding the presentation. Captain Fox acknowledged the timeline and expressed concern that the Thanksgiving to Christmas period is a hectic time. Chairman Murray replied let's see how this current timeline works. If the candidates have thirty days to prepare that should be enough time. He added if it looks like the candidates would be pressed to meet these deadlines they should be given ample time to get the documents prepared. As Chairman he would not let a candidate miss applying for this position if work assignments prevented his timely application.

Chairman Murray requested the staff present take this message to the entire safety staff. He wants the staff to know if they have concerns and aren't comfortable talking to the Chief or a colleague they are welcome to pursue a Board Director; we are all available for you. Transitions may not seem like a big change from the outside but they are. Chairman Murray noted he has been with the District a long time and the District has always looked within. We are small; that has advantages and disadvantages. He feels the advantages outweigh the disadvantages. Again, he strongly encouraged the staff present to speak with the entire staff about the opportunity to speak with the Board about the Chief's succession plan.

**UNFINISHED BUSINESS:**

- a. **Crown Castle/Sprint Update:** Chief Smith reported that Counsel Brady had negotiated acceptable terms with Crown Castle/Sprint and that they are working on the proposal. At last month's meeting the Board approved Chairman Murray working directly with Counsel Brady to review the proposal. Chairman Murray commented the proposal should arrive by next board meeting. Chairman Murray will contact Counsel Brady and confirm the timeline.

**Contract Renewal:** Chief Smith reported he had spoken with Provisional Firefighter Nelson regarding his employment agreement and informed the Board he accepted the terms of the agreement and appreciated the support. Chairman Murray acknowledged the verbal confirmation and signed the agreement, dated 9/16/15. Provisional Firefighter Nelson was not present at the meeting due to an out of county assignment. The Board had approved the agreement at last month's meeting. Chairman Murray reported the KAPF agreement is still in process as the Association has some items to work through and due to out of county interruptions, have not been able to have a full Association meeting. Chief Smith is working with Engineer Trimble, Association Representative, on the 40 hour B/C job, in addition to some other minor changes. Chief Smith reported once the agreement is typed, Engineer Trimble has to review with the Association members as well as union counsel. This agenda item will be extending out to next month.

**NEW BUSINESS:**

- b. **Out of County Fire Assignment Report:** Due to B/CHadfield's current out of county assignment this agenda item will be moved to the October meeting
- c. **Out of County Fire Assignment Report:** Due to Captain Glenn's current out of county assignment this agenda item will be moved to the October meeting.
- d. **Training:** Due to Captain Glenn's current out of county assignment this agenda item will be moved to the October meeting.
- e. **Property Tax Appropriations Limit FY 2014/15:** Chief Smith directed the Board to this annual report completed by Accountant Hom and sent to the State Controller's office. The Board's responsibility is to accept the report and the District will file it. Chief Smith explained the Property Tax Appropriations Limit, sometimes called the Gann Limit, limits property taxes collected based only on two growth factors: population and cpi. The Property Tax Appropriations Limit allows the

**KENTFIELD FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING**

District to spend the money we collect in taxes. Every four years the District places this measure on the ballot and asks tax payers to allow the District to spend the money collected in taxes, in excess of the state appropriations formula.

**CORRESPONDENCE:** Reviewed. Chairman Murray commented it was a nice letter in response to the fire behind Marin General Hospital.

Chief Smith explained the Marin General Hospital fire was started by the construction crew doing hot work welding and metal cutting job on a hot day. Chief reported he met with the construction crew superintendent and the job foreman today regarding issuing hot work permits and vegetation management. He also met with the Marin General Director of Engineering Services who oversees these projects. The Director explained he has little control over the construction crew but wants to ensure the hospital is a safe place. He requested Chief Smith speak with the crew and emphasize crew safety while doing hot work. Chief Smith recommended they increase defensible space by 20 feet and cut the brush on the west and north side of the project and he will re-inspect on Friday. On the south side of project, the old driveway to the old main entrance, they are going to rebuild the retaining wall starting next week. Prior to starting that project they have to work on vegetation management on that side of the property all the way back.

**REPORTS:** Reviewed. OT report noted. Chief Smith remarked that due to out of county requests, the FY 2015/16 OT budget is almost depleted. Chairman Murray asked should the Board look at the OT category and re-evaluate. Chief Smith recommends waiting until December meeting to re-evaluate.

**CHIEF'S REPORT:**

- b. **Request for Future BOD Agenda Item: CalPERS Trust Investment Strategy Review:** Chief Smith remarked it has been three years since the Board reviewed this strategy. The District is currently in strategy 2. Chief Smith recommended that he and Accountant Hom put a report together on how these strategies have developed and present it to the board for review. He advised that the strategy can be changed once a year by the District. Chief Smith noted that historically the District has done well. He explained the District's funding objective is \$2 million; we currently have a \$1.3 million balance. Chairman Murray agreed and requested Chief Smith and Accountant Hom to put together a presentation for the board in the next month or two.

**Approval of Warrants:** M/S Naso/Corbet to approve August warrants no. 7263 to and including 7315 in the amount of \$383,863.24. Ayes: Corbet, Evergettis, Murray, Naso.

The next board meeting is scheduled for Wednesday, October 21.

Board members were asked to check their calendars for the December meeting to be scheduled on December 9, the second Wednesday of the month.

The Chief noted the District is scheduling our Holiday party December 11 or January 8.

A moment of silence was held for the injured firefighters and those who have lost their lives in recent fires.

M/S Naso/Evergettis to adjourn at 7:38 pm. Ayes: Corbet, Evergettis, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

## **Kentfield Fire Protection District Board of Directors Meeting**

**MEETING TYPE:** Regular

**DATE:** Wednesday, October 21, 2015

**CALL TO ORDER:** 6:35pm by Chairman Murray. Director Corbet Led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present except Director Evergettis. Also in attendance were Chief Smith, Accountant Hom and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/Gerbsman M/S to approve the minutes of September 16, 2015 regular meeting. Ayes: Corbet, Murray, Naso, Gerbsman.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

### **UNFINISHED BUSINESS:**

- a. **Crown Castle/Sprint Update:** Chairman Murray advised the Board he had spoken with Counsel Brady ten days ago and reported Crown Castle is moving forward. Chief Smith added Crown Castle has accepted our terms and the settlement paperwork is moving forward. They have not, however, submitted paperwork to Counsel. Chief Smith added Crown Castle/Sprint is working on the meter although reported he hasn't seen the plans for the meter but will meet with Sprint representatives next week. Chairman Murray remarked he feels positive with the progress the District has made and acknowledged Counsel Brady's actions being directly responsible for the progress to date.

### **NEW BUSINESS:**

- a. **B/C Hadfield-Out of County Fire Assignment Report:** B/C Hadfield reported on his three out of county assignments this fire season. In August he worked a one week PIO (Public Information Officer) field assignment on the Jerusalem fire. In this role he developed and disseminated information to the public while working the media call center. The assignment gave him international exposure as he spoke with news crews at the BBC and in Germany. Then he was assigned back to the incident base at Lake County responsible for updating local community boards (250 boards every day). He was also able to work in the field touring reporters and discussing the fire activity. The Rough Fire in Sequoia National Forest was his second assignment working with the Marin County strike team as a strike team for two weeks doing structure defense; B/C Hadfield noted they were smoked in for the entire assignment. His final assignment was as a PIO working with the CDF Command Team back on the Rough fire for five days. He worked closely with the forest team on the camp/back side of the fire which exposed him to a different side of this role. B/C Hadfield felt this assignment was really interesting and a good learning experience as he saw how the command team works with each other. B/C Hadfield expressed interest in working this type of role again in the future. B/C Hadfield is the first employee from KFD to work in the PIO role at an out-of-County mutual aid assignment.
- b. **Captain Glenn-Out of County Fire Assignment Report:** Captain Glenn reported on his out of county assignment as a single resource Safety Officer this summer. Captain Glenn noted this is the first time in the history of KFD that a single resource has been sent out in an overhead command position. Captain Glenn thanked Chief Smith for the opportunity in letting him and B/C Mike Hadfield go out. On his first assignment, the Lowell Fire in Grass Valley, he was assigned to work as a staging manager, but he wasn't needed in this capacity. As he also had his safety manager task book he was re-assigned to this position. Captain Glenn worked through a task book, doing different tasks: ICS assistant, PIO liaison officer, safety officer line with a trainee, completing 85% on this first assignment. On his second assignment, the South Complex, made up of seven fires, he worked eighteen days as a trainee working with another Safety Officer. In this role he checked on crews reviewing safety aspects such as PPE, work practices, and jobs in progress. He completed his task book and submitted all certifications for signoff so he can obtain full safety officer certification/qualification standing for future fires as needed. Captain Glenn distributed maps, IAP, etc. information given to him upon arrival to the Board members. He added this information can also be accessed on an iPhone or iPad using GPS and presented this visual for the Board to see. Captain Glenn added he attended an IPSLEI leadership workshop last year in Sacramento. Then subsequently attended the Leadership Train the Trainer course, a five day course, they offered at the National Fire Academy located in the National Emergency Center in Emmetsburg, MD. He can now teach the leadership workshop given the time and opportunity.

Director Gerbsman and Chairman Murray commented it was good to have a PIO and Safety Officer in one District, a great value to the District. Chief Smith added Acting

Captains Garcia and Viau did a great job supporting the District during these out of county assignments.

**CORRESPONDENCE:** Reviewed; Chairman Murray commented it was nice to see the information on the evacuation drill in the Kent Woodlands Journal.

**REPORTS:** Reviewed

#### **CHIEF'S REPORT**

- a. Succession Planning:** Chief Smith reported the succession timeline is working well. He contacted Chief Officers who will be honored to serve on the interview panel scheduled for December 2<sup>nd</sup> or 3<sup>rd</sup>. Chief Smith requested the Board's involvement on how they want to formulate the interview panel. After some discussion, Board members agreed a subcommittee will be created to serve on the interview panel. Chairman Murray requested he and Director Gerbsman serve on the subcommittee as they both participated with the recent union negotiations. All Board members approved. They will report the interview panel results to the Board at the December 9 regular meeting.
- b. BOD Medical Insurance Coverage:** Chief Smith announced the open enrollment for board members was from September 14 through October 9. All board members should have received information from Administrative Assistant Mulkeen. Chief Smith wants to ensure that all Board members are aware of these benefit opportunities.
- c. CalPERS Trust Investment Strategy Review:** Chief Smith thanked Accountant Hom for attending the meeting and working with him on the investment strategy presentation. Chief Smith recalled the District identified the retiree medical unfunded liability, OPEB, from a 2008/09 actuarial study and initiated funding it on an annual basis. It has been the practice of the Board to review this strategy periodically; the District is currently in the CalPERS/CERBT Investment Strategy 2. The Board last reviewed the District's investment strategy three years ago. Accountant Hom added that our current 2014/15 audit will report our unfunded retiree medical liability relative to the GASB 45, which requires agency to report these figures. Chief Smith reviewed his presentation with the Board presenting the following highlights: the District's actual retirement contribution, determined by the actuarial is \$160,000/year, for the last few years the District has contributed \$200,000/year. The current liability is \$800,000. The District is currently using investment strategy 2, with a goal of 7% interest earnings a year to reach our goal. In reviewing the investment strategy performance over the last six years Chief Smith noted the positive performance trend however 2015 performance has been lack luster. Chief Smith requested the Board's input on the current investment strategy and allocations and what strategy they would like to invest in going forward. Director Gerbsman thinks the KAOF should be given the opportunity to review the strategies and give their input to the Board. Engineer Trimble, attending the meeting, said he would take this request back to the Association and report back at the November meeting. Accountant Hom added the retirees are stakeholders too and that perhaps they should have input on the strategy also. Chairman Murray supported this idea. Adding he would rather not see the District in the most aggressive strategy and thinks the District has done well in the last seven years. Chairman Murray requested this item be placed on the November agenda. Chief Smith thanked Accountant Hom and the Board of Directors for their comments.
- d. Elections Department Certificates of Election & Oath of Office:** Chairman Murray requested this item be moved to the November Board agenda so the oath of office can be taken after the November 3 election.
- e. August Blood Drive Report:** Chief referred to Mr. Humber's email and noted how the donations were used. A very successful drive.
- f. KFD Open House and Pancake Breakfast:** Chief Smith commented the Pancake Breakfast had a great turnout with lots of strollers, toddlers, and young families in attendance. He enjoyed meeting the families. KFD staff worked very hard to provide a positive family venue for the community. Director Gerbsman added he heard very positive feedback from his neighbors in the Priory neighborhood.

**Approval of Warrants:** Director Naso questioned check #7368 for \$16,179.68, payable to Golden State Emergency. B/C Hadfield responded the invoice was for the complete annual maintenance and extensive rust repair work due to a faulty overflow hose on the ladder truck; Director Naso also asked about check #7373, for \$1,292.94, payable to Tecta America Sacramento. Chief Smith replied this invoice was for roof repairs. M/S Naso/Gerbsman to approve September warrants no. 7263 to and including 7315 in the amount of \$383,863.24. Ayes: Corbet, Gerbsman, Murray, Naso.

The December meeting will be moved to December 9, the second Wednesday of the month. It was noted that the new chief would be selected by then and the subcommittee report will be ready for the Board at that time.

A moment of silence was held for injured firefighters and those who have lost their lives in recent fires. In addition, Chairman Murray requested the inclusion of the New York City police officer who lost his life in the line of duty on October 20, 2015.

M/S Gerbsman/Naso to adjourn the meeting at 7:40 pm. Ayes: Corbet, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**Kentfield Fire Protection District  
Board of Directors Meeting**

**MEETING TYPE:** Regular

**DATE:** Tuesday, November 17, 2015

**CALL TO ORDER:** 6:30pm by Chairman Murray. Director Evergettis led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, County Counsel Brian Case and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Directors Naso/Corbet M/S to approve the minutes of October 21, 2015 regular meeting. Ayes: Corbet, Murray, Naso, Gerbsman. Evergettis abstained.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **Crown Castle/Sprint Update:** Chief Smith introduced the new District County Counsel Brian Case to the Board. The Board moved into closed session at 6:33 pm. The Board returned to open session at 6:45 pm. Chairman Murray commented the Board had nothing to report.
- b. **BOD Medical Insurance Coverage:** Chief Smith acknowledged this item was erroneously posted to the agenda from last month's meeting.
- c. **CalPERS Trust Investment Strategy Review:** Chief Smith reported he met with Engineer Trimble and had received Captain Pomi's correspondence advising the District that the KAOF agrees with the Board's decision to continue with CalPERS Trust Investment Strategy 2. Chief Smith added the District will have the opportunity to change the strategy once a year if the economy changes dramatically. Chief Smith asked if there were any questions from staff. There were none.

**NEW BUSINESS:**

- a. **Elections Department Certificates of Election and Oath of Office:** Director Gerbsman administered the Oath of Office to Chairman Murray, Director Corbet and Director Evergettis. The Oath of Office certificates were signed and will be distributed by Secretary Mulkeen.

**CORRESPONDENCE:** Reviewed; Director Evergettis commented the KWPOA appreciated the District participating in their neighborhood Halloween parade. Everyone had a great time. Chairman Murray appreciated the thank you notes from the cub scouts.

**REPORTS:** Reviewed

**CHIEF'S REPORT**

- a. **Succession Planning:** Chief Smith received three letters of intent from Captain Glenn, B/C Hadfield and Captain Pomi. Interviews are scheduled for the morning of December 3. The interview panel will consist of the Board subcommittee (two Directors), and two Fire Chiefs. At the next Board meeting, December 9, the subcommittee will meet with the Board in closed session to discuss the interview process, results and the panel's recommendation. It will be the Board's prerogative to announce the candidate decision. The appointee and the Board will move forward and discuss an employment contract, with a target date of acceptance of January 1, 2016. Chief Smith advised the Board he will tenure his resignation with a 90 day notice in December with an effective date of March 1 or 15, 2016 which can be extended if more transition time is needed. Chief Smith will meet with the appointee and the Board to review the transition. Director Gerbsman commented that if the transition is on track the appointee could take full responsibility of the office as early as February. Chairman Murray added the Board lends Chief Smith their full support on the transition. Chief asked if members had questions. Captain Fox asked if there will be a decision on December 9<sup>th</sup>. Chairman Murray replied there is the possibility it may be announced at that time.

- b. **Winter Storm Preparedness:** Chief Smith reported B/C Hadfield attended a storm preparedness meeting with the Ross Valley fire agencies from Fairfax to Larkspur. The agencies are really well coordinated this year on communication and notification levels. Chief has been in contact with the County of Marin storm preparedness division. They wanted to know where the sand bag location was going to be this year. Chief Smith suggested the County could contact Sergeant Kidder at the College of Marin and deliver the sand to one of their parking lots. He added the County of Marin has never provided sand to residents of Kentfield or Greenbrae. The Chief will follow up this request next week. If the County cannot provide the sand the District will purchase the sand and have it along with sandbags available at the College of Marin parking lot.

B/C Hadfield met with OES this month. They have introduced a new emergency telephone tens system, called Everbridge. This is a telephone alerting system which will pick up cell phone and email address so you can get alerts by phone or tablet. B/C Hadfield will meet with the company officers and explain how to get an emergency call out if we need to notify our residents of a flood potential or other emergency. Chief added he had asked staff to evaluate the District's personal floatation devices, rescue and personal protective equipment in preparation for winter storm preparedness. Chairman Murray thanked Captain Fox and Engineer McKnight for going down to Granton Park. These are some of the oldest homes and tenants in Kentfield. They are very interested in what to do and are very appreciative the District took the time to come down. Captain Fox added that Engineer McKnight is our "Get Ready" Program liaison; he is mentoring Fire Fighter Nelson to take over this role. Director Naso asked if the District will house the jet skis this season. Chief Smith commented the jet skis belong to the water rescue team and have been out at Tomales Bay due to increased water activity there; two others are in Southern Marin per Engineer McKnight. Engineer McKnight advised that some grant funding came in to replace the two oldest jet skis; there are six in the rotation. The USAR team has a number of boats through the county, two are very mobile. Captain Fox added three District employees are on the water rescue team and that Kentfield is one of the staging locations. On Saturday Chief Smith attended the Kentfield/Greenbrae community meeting to advocate for the Everbridge system and advocate for flood preparation, and flood storm preparedness.

- c. **Finalization of PG&E Grant:** Chief Smith and B/C Hadfield worked on this grant project this summer 2015. Director Evergettis also worked on putting the grant together, initiating the application with Chief Smith. The project came in under budget. The District will submit the invoice for reimbursement to Fire Safe Marin. A successful vegetation management project.

**Approval of Warrants:** Murray questioned check #7426 to Forster & Kroeger Landscaping. Chief Smith replied they were the company that worked on the PG&E grant. Director Naso asked about check #7376 made out to Alert All. Secretary Mulkeen explained the check was for pancake breakfast public education materials. M/S Murray/Gerbsman October warrants no. 7375 to and including 7446 in the amount of \$361,893.62. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for December 9, 2015.

The District holiday reception is scheduled for December 11, 2015.

A moment of silence was held for departed firefighters who have lost their lives in recent fires. In addition, Chairman Murray requested the inclusion of the people of France who had a terrorist attack on November 13, 2015.

M/S Gerbsman/Naso to adjourn the meeting at 7:30 pm. All Ayes: Corbet Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

**Kentfield Fire Protection District  
Board of Directors Meeting**

**MEETING TYPE:** Special

**DATE:** Monday, December 7, 2015

**CALL TO ORDER:** 4:00 p.m. by Chairman Murray. Director Gerbsman led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith and Secretary Mulkeen.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**NEW BUSINESS:**

Fire Chief Interview Results/Selection: The Board moved into closed session at 4:01 pm. The Board returned to open session at 4:12 pm. Director Gerbsman reported the Board made a decision to appoint a new fire chief from the three candidates who were interviewed for the position based upon the panel recommendation. Chief Smith was given direction to notify the candidates of the Fire Chief selection.

A moment of silence was held for departed firefighters who have lost their lives in recent fires. In addition, Chairman Murray requested the inclusion of the people of San Bernardino who had a terrorist attack on December 2, 2015.

M/S Murray/Naso to adjourn the meeting at 4:13 pm. All Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Respectfully submitted,

Sharon Mulkeen  
Recording Secretary

Kentfield Fire Protection District  
Board of Directors Meeting

**MEETING TYPE:** Regular  
**DATE:** Wednesday, December 9, 2015

**CALL TO ORDER:** 6:30 pm by Chairman Murray. Director Corbet led the assembly in the Pledge of Allegiance.

**ROLL CALL:** All Directors were present. Also in attendance were Chief Smith, Accountant Hom and Secretary Mulkeen.

**APPROVAL OF PRIOR MONTH'S MINUTES:** Naso/Gerbsman M/S to approve the minutes of November 17, 2015 regular meeting. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

**PUBLIC COMMENT PERIOD:** There were no comments received from the public.

**UNFINISHED BUSINESS:**

- a. **Crown Castle/Sprint Update:** The Board moved into closed session at 6:33 pm. The Board returned to open session at 6:37 pm. Chairman Murray reported that the District entered into and signed a contract with Crown Castle. Crown Castle has signed the contract and the District is awaiting Sprint's signature to get the final contract back. The District reached an agreement with Crown Castle for \$13,200.00 in addition to a rent increase of \$350.00 effective December 2015 to cover PG&E fees. This increase will continue until Crown Castle's PG&E meter is installed at the District location.
- b. **2014/15 Financial Audit Presentation:** Mr. Wong was not in attendance. The Board moved to the next agenda item. This item will be presented when Mr. Wong arrives.

**NEW BUSINESS:**

- a. **Fire Chief Interview Results/Selection:** The Board moved into closed session at 6:40 pm. The Board returned to open session at 6:50 pm. Chairman Murray reported the Board extended a thank you to all the candidates; they all did an excellent job during the interview process. Chairman Murray, on behalf of the Board, announced the Chief appointment to Captain Pomi in coordination with Chief Smith's retirement. Chairman Murray personally thanked B/C Hadfield and Captain Glenn for their outstanding interviews. Director Gerbsman added the two Fire Chiefs on the panel were extremely impressed to have three highly professional candidates in house. Chairman Murray noted everyone did a good job and he looks forward to working with everyone.

A short break followed to congratulate Captain Pomi and acknowledge B/C Hadfield and Captain Glenn.

Chief Smith thanked everyone for being a part of his thirteen years as the Fire Chief which he could not do successfully without the support and friendship of his staff. Chief Smith added as the District moves forward you will do a great job and move in a positive direction.

**UNFINISHED BUSINESS:**

- b. **2014/15 Financial Audit Presentation:** Chief Smith introduced the District's auditor, Mr. Mark Wong, of Maze & Associates, who joined the meeting at 6:45 pm to present the 2014/15 financial audit results. Chief Smith referenced the Basic Financial Statements and the Memorandum of Internal Control and Required Communications report were distributed to Board members at the start of the meeting. Mr. Wong began his presentation with the Memorandum of Internal Control and Required Communications. He emphasized the following areas: Mr. Wong reviewed the Memorandum on Internal Control and reported they did not identify any significant deficiencies in the District's internal control. The Schedule of Other Matters identifies a number of new governmental accounting standards that will take effect in the near future: GASB 72 and 76 effective FY 2015/16, and GASB 73, 74 and 77 in FY 2016/17, will not have a significant impact on the District. The District will be required to report post employee benefit, OPEB liability, in the District's case, medical insurance only, in their FY 2017/18 audited financials budget planning as a result of GASB 75. Mr. Wong noted the District will need to have an OPEB valuation in 2016 in preparation for this accounting standard. He referenced the Required Communication letter noting elements Maze & Associates have to communicate to the District such as GASB 68 and 71 regarding pension accounting.

Mr. Wong continued his presentation with the Basic Financial Statements report explaining that they conduct a risk assessment and test those items deemed to be part of the risk. It is their opinion that the District's financial statements are valid.

He explained that emphasis of matters refers to a prior period adjustment, a net pension liability which needs to be restated and reduced. The Kentfield Fire District paid down the pension side fund in 2015. As a result CalPERS went back and recalculated what was reported as of June 30, 2014 which affected July 1, 2014 net liability. Other sections highlighted by Mr. Wong were the CalPERS pension liabilities at \$5.2 million, this is a new reporting item; and wasn't required to be reported in years past. Pension plans will now be reported differently due to GASB 68. He referred to the table on page 28, Note 7, item b which reports the different bargaining groups' share of the net pension liability. Also reflected on page 31, is a discount rate sensitivity table with examples of the proportionate share of the net pension liability to changes in the discount rate and its impact on the different bargaining groups' pension liability.

Accountant Dan Hom stated he has reviewed the statements with Chief Smith and agrees with their findings. Chief Smith commented that the District's net position is \$105,000 less than last year. This is due to the District's action in April 2015 by paying down the side fund which wasn't included in the District's initial budget. Director Gerbsman requested this footnote be added to the report when it's posted on the District website. Accountant Hom commented he worked diligently with Maze & Associates to get the audit completed and is very comfortable with the audit results. Chairman Murray thanked Mr. Wong for presenting the audit.

Murray/Gerbsman M/S to accept the Basic Financial Statement and the Memorandum on Internal Control and Required Communications. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

#### **NEW BUSINESS:**

- b. **Election of 2016 Board of Director Officers:** Chairman Murray reminded the Directors that in the past the Board has traditionally rotated the members through the office positions. The Board members concurred. The following motions were made:  
M/S Murray/Naso to nominate Director Gerbsman to 2016 Chairman  
Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso  
M/S Murray/Gerbsman to nominate Director Naso to 2016 Vice Chairman  
Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso  
M/S Murray/Corbet to nominate Director Evergettis to 2016 Secretary of the Board  
Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso

**CORRESPONDENCE:** Reviewed

**REPORTS:** Reviewed

#### **CHIEF'S REPORT:**

- a. **Blood Drive Report:** After our last board meeting Chairman Murray spoke with Erik Humber, Blood Drive Coordinator, who was previously a volunteer at Kentfield Fire District for years. Chairman Murray commented Mr. Humber has done a tremendous job and has really taken the blood drive to a new level of excellence. Chairman Murray added he was glad he had the opportunity to thank Mr. Humber and appreciates the detail after letter he sends to inform us how the blood is used. Chief Smith commented the blood drive is a really positive community event for the District to sponsor. The next Blood Drive is scheduled for Tuesday, February 23.
- b. **Grant Opportunity with RVPA & Marin County Fire Department:** Chief Smith announced the District has a grant opportunity with RVPA (Ross Valley Paramedic Authority) and Marin County Fire Department to replace our cardiac defibrillators. A regional consortium of fire agencies (Ross Valley Fire, Marin County Fire and Kentfield Fire) would like to put an assistance to firefighter grant together. Marin County Fire Department has agreed to manage the grant. The grant amount is approximately \$20,000 per defibrillator. Chief Smith requested direction from the Board to pursue the grant. The Board unanimously approved. Chief Smith will file the required documents by the end of the week.

**Approval of Warrants:** M/S Murray/Corbet to approve November warrants no. 7447 to and including 7509 in the amount of \$231,960.43. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

The next board meeting is scheduled for January 20, 2016.

A moment of silence was held for departed firefighters that have lost their lives in recent fires.

M/S Gerbsman/Naso to adjourn the meeting at 7:24 pm. Ayes: Corbet, Evergettis, Gerbsman, Murray, Naso.

Sincerely,

Sharon Mulkeen  
Recording Secretary